



# Samuel Ralebakeng Seekoei

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Admin or Receptionist because i have a lot of experience as Teller and Branch Manager at Bultfontein Postoffice and i am computer literate and customer service skilled

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Welkom Free State

## Contacts and general information about me

Day of birth	1981-03-13 (43 years old)
Gender	Male
Residential location	Bultfontein Free State
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 1996.06 iki 2018.09</b>
Company name	Postoffice
You were working at:	Other jobs
Occupation	Teller
What you did at this job position?	Customer service and financial transactions and mail acceptance and delivery
Working period	<b>nuo 2018.10 iki 2020.10</b>
Company name	Postoffice
You were working at:	Branch manager
Occupation	Branch Manager
What you did at this job position?	Branch administration and employees management and Banking

## Education

Educational period **nuo 1998.01 iki 1998.12**  
 Degree Grade 12 / Matric  
 Educational institution Lekhulong Senior Secondary School  
 Educational qualification Grade 12  
 I could work Yes

Educational period **nuo 2000.01 iki 2000.12**  
 Degree Certificate  
 Educational institution Hillside view College  
 Educational qualification N4 Human Resources  
 I could work Not finished the course

Educational period **nuo 2018.04 iki 2019.04**  
 Degree Certificate  
 Educational institution IQ Academy  
 Educational qualification Business Management short course certificate  
 I could work Yes

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	basic	basic	basic
isiXhosa	basic	basic	basic
Afrikaans	basic	basic	basic
Sepedi	basic	basic	do not know
Sesotho	good	good	good
Setswana	basic	good	basic

**Computer knowledge**

Microsoft Exel.Microsoft word.PowerPoint

**Conferences, seminars**

Occupational health and safety Rep on 01/08/2006 and Personal Mastery Course omNovember 2013 And Customer service and Cash management on 01/07/2006

**Recommendations**

Contact person Mr Ali Nemarumaru  
Occupation Senior Operational Manager  
Company SA POST OFFICE Bloemfontein  
Telephone number 0843107565 and 0514024192  
Email address Ali.Nemarumaru@Postoffice.co.za

Contact person Babueledi Thabane  
Occupation Senior HR officer  
Company SA POST OFFICE Bloemfontein  
Telephone number 0514024062  
Email address Babueledi.Thabane@Postoffice.co.za

Contact person Tsielo Swartz  
Occupation Branch Manager Virginia  
Company SA POST OFFICE  
Telephone number 0721081406  
Email address Tsielo.Swarts@postoffice.co.za

#### **Additional information**

Your hobbies Reading.Playing Tennis.watching news  
Driver licenses B Light Vehicle ≤ 3,500kg  
Driver license from 2015-06-00 (9 years)  
Salary you wish 15000 R per month