



Lerato Mabe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am applying for a Secretarial /Administrational job. I have excellent communication skills, computer literate, good organisational skills and a fast learner.

I have a qualification in Management Assistance N4 to N6.

Preferred occupation Secretaries
Administrative jobs

Preferred work location Rustenburg
North West

Contacts and general information about me

Day of birth 1998-06-04 (26 years old)
Gender Female
Residential location Rustenburg
North West
Telephone number *Information is available only for registered users.*
[Sign in](#)
Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2021.07 iki dabar**
Company name Click2artmedia
You were working at: Secretaries
Occupation Administration

Education

Educational period **nuo 2018.02 iki dabar**
Degree Diploma
Educational institution ORBIT TVET COLLEGE
Educational qualification Management Assistance

Languages

Language	Speaking level	Understanding level	Writing level
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Setswana		fluent	fluent
English	fluent	fluent	fluent
isiZulu	good	good	basic

Computer knowledge

I have knowledge in Microsoft office and Microsoft excel.

Additional information

Your hobbies	I enjoy reading, writing and gyming as a hobby.
Driver licenses	None
Salary you wish	R7650.00 R per month
How much do you earn now	R800.00 R per month