



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	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> 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 hobbie.
Driver licenses	None
Salary you wish	R7650.00 R per month
How much do you earn now	R800.00 R per month