



# Malefu Cecilia Ntshetshe

Curriculum Vitae (CV)

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

I am looking for a job in an office management and technology, I was working as a student assistant at CUT Welkom Campus in an administration department. I was performing duties such as data capturing, photocopying, scanning documents, student enquiry, answering the telephone and transferring Calls to relevant employees and I was also assisting with students admission applications and registration.

I am a hardworking and reliable person, I respect every individual and I love working with others.

Preferred occupation                      Secretaries  
    Administrative jobs

## Contacts and general information about me

Day of birth                                      1992-10-15 (31 years old)

Gender    Female

Residential location                           Welkom  
    Free State

Telephone number                            *Information is available only for registered users.*  
[Sign in](#)

Email address                                   *Information is available only for registered users.*  
[Sign in](#)

## Additional information

Salary you wish                                R15000 R per month

How much do you earn now                R0 R per month