



Pelisa Penelop Qutwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any job within the field of law. I have obtained a National Diploma in Legal Assistance and would like to gain more experience in the field using my skills.

I am very passionate and dedicated to what I do. I am always willing to learn new things to improve my skills and strategies.

I can work both independently and in groups very well. I can work under pressure.

Preferred occupation	Paralegals Law, legal jobs
	Secretaries Administrative jobs
Preferred work location	West Rand Gauteng
	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1998-02-17 (26 years old)
Gender	Female
Residential location	West Rand Gauteng
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 2017.01 iki 2018.01**
 Company name Big T Hawkers
 You were working at: Cashiers
 Occupation Cashier
 What you did at this job position? Helped customers with their payments

Working period **nuo 2020.06 iki 2020.12**
 Company name Malepeng Financial Law
 You were working at: Administrators
 Occupation Personal Assistant
 What you did at this job position? Helped with opening files for the clients, typing documents, doing follow ups and preparing meetings.

Education

Educational period **nuo 2018.01 iki 2021.04**
 Degree Diploma
 Educational institution Tshwanwe University of Technology
 Educational qualification National Diploma in Legal Assistance

Educational period **nuo 2011.01 iki 2016.01**
 Degree Grade 12 / Matric
 Educational institution Wedela Technical High School
 Educational qualification Matric Certificate

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	very good	very good	very good
English	fluent	very good	very good
Setswana	good	very good	good

Computer knowledge

I have computer skills. I can work using Microsoft word, excel and PowerPoint.

Recommendations

Contact person Isidro Frade
 Occupation Store Manager
 Company Big T Hawkers
 Telephone number 0723419896

Contact person	Mpho Malepeng
Occupation	Manager
Company	Malepeng Financial Law
Telephone number	+27729208720

Additional information

Your hobbies	On my spare time I like to exercise, read and read motivational speeches.
Driver licenses	None
Salary you wish	7500 R per month