



# 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	<b>Paralegals</b> Law, legal jobs
	<b>Secretaries</b> Administrative jobs
Preferred work location	<b>West Rand</b> Gauteng
	<b>Pretoria / Tshwane</b> Gauteng
	<b>Johannesburg</b> Gauteng

## Contacts and general information about me

Day of birth	1998-02-17 (26 years old)
Gender	Female
Residential location	<b>West Rand</b> Gauteng
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 **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