



Tselane Sebidi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin Assistant - 1year 6 months experience

Office Assistant- 1 year 9 months experience

Preferred occupation	Front Desk Agent Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1993-04-21 (31 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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 2020.01 iki 2021.06
Company name	Carter primary school
You were working at:	Generals
Occupation	Admin Assistant
What you did at this job position?	Filling, Typing, setting up meetings, taking and distributing minutes, counting and sending STATS
Working period	nuo 2018.04 iki 2020.01
Company name	Mr Salt Driving school
You were working at:	Administrators
Occupation	Office Assistant
What you did at this job position?	Sending quotes, dealing with clients face to face, answering phone calls, cleaning, booking of lessons, teaching learners

Education

Educational period	nuo 2011.01 iki 2013.12
Degree	Grade 12 / Matric
Educational institution	Rand hills college
Educational qualification	Matric

Languages

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

Computer knowledge

Excel, word, PowerPoint

Additional information

Driver licenses	None
Salary you wish	R4000 R per month
How much do you earn now	R00 R per month