



Motshedisi Lekeka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for cleaning jobs and office administration jobs. I am very reliable and I am punctual. I can organise files for offices and pack them according to the specifications. I have cleaning experience as I worked as a cleaner at a casino. I have experience in admin jobs while doing my practical from Welkom college.

Preferred occupation	Generals General jobs
	Administrators Administrative jobs
Preferred work location	Welkom Free State

Contacts and general information about me

Day of birth	1977-01-20 (47 years old)
Gender	Female
Residential location	Welkom Free State
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 2011 iki dabar
Company name	Lesema(Goldfields Casino)
Occupation	General worker
What you did at this job position?	Cleaning the casino

Education

Educational period	nuo 2015.01 iki 2019.12
Degree	Certificate
Educational institution	Goldfields Tvet College
Educational qualification	N4

Languages

Language	Speaking level	Understanding level	Writing level
English	basic	good	basic
Sesotho	fluent	very good	good

Computer knowledge

During my years of study from NCV level 2 to level 4 I did Office data processing as well as Office Practice. On my N4 course I did Office Practice and Information Processing. I have a good understanding of working with the computer

Recommendations

Contact person	Mr Sempe
Occupation	Mathematics lecture
Company	Goldfields Tvet college
Telephone number	0736282715
Email address	jaco.sempe@gmail.com

Contact person	Mrs Jubert
Occupation	Life Orientation Lecture
Company	Goldfields Tvet college
Telephone number	0836961085
Email address	jubert46@gmail.com

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2012-03-00 (12 years)
Salary you wish	R7000-R10 000 R per month
How much do you earn now	R0 R per month