



# Sharlene Lacky

Curriculum Vitae (CV)

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

I am a young female who is prepared to achieve the desired goals of the job description. i am a hard worker, self motivated, goal oriented individuals who is always looking for challenges to enhance my skill and knowledge, and well mannered ambitious flexible HR Clerk with experience in various positions that ensures data of employees in the Department of Education captured, reviewed and updated while paying attention to leave credits of Employees of the Department.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	East London Eastern Cape

## Contacts and general information about me

Day of birth	1991-08-12 (33 years old)
Gender	Male
Residential location	East London Eastern Cape
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	<b>nuo 2016.09 iki 2022.03</b>
Company name	Department of Education
You were working at:	Administrators
Occupation	Admin clerk
What you did at this job position?	Auditing,Capturing,Procuring,filling....etc

## Education

Educational period                   **nuo 2014.01 iki 2018.04**  
 Degree                                   Diploma  
 Educational institution               Ilovedale Tvet college  
 Educational qualification           Public Management  
 I could work                           yes

Educational period                   **nuo 2011.12 iki dabar**  
 Degree                                   Grade 12 / Matric  
 Educational institution               Fundani High School  
 Educational qualification           Grade 12  
 I could work                           yes

**Languages**

Language	Speaking level	Understanding level	Writing level
English	good	good	good

**Computer knowledge**

- > Persal
- > Microsoft word
- > Ms Excel
- > Ms Power point

word  
 Excell  
 Power point

**Recommendations**

Contact person                   Ms PENDRIGH  
 Occupation                         Office Manager  
 Company                           Department of Education  
 Telephone number               0815817398  
 Email address                   Rosalind.Pendrigh@ecdoe.gov.za

Contact person                   Mr NGALO  
 Occupation                         Buisness Rep  
 Company                           Chep  
 Telephone number               0795527901  
 Email address                   kholisa.ngalo@gmail.com

**Additional information**

Driver licenses	None
Salary you wish	17 000 R per month
How much do you earn now	19 000 R per month