



# Lucia Mmakoma Mokwana

Curriculum Vitae (CV)

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

I am looking for administration clerk job. I believe that my expertise, and qualifications in office management will make me a valuable asset to your organization and I would appreciate your careful consideration of my credentials as represented in the copy of my attached CV.

Being granted the opportunity to work or gain experience and join your team is what I am looking for. I believe I will be the best candidate as i possess the skills you require and also believe on the same mission and vision.

I believe my strong administration experience and skills will highly make me a competitive candidate, here are the reasons why I believe I am the best candidate you are searching for and how will I add value to your organization. Which will include :

- \*I have good communication skill
- \*I strive continually for excellence
- \*I work after hours if need be
- \*I provide exceptional work and overcome every circumstances
- \*I am quick, easy and willing to learn more.

I believe my strong administration experience and skill will make me a highly competitive candidate

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Gender	Female
Residential location	Pretoria / Tshwane 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>

[Sign in](#)

### Work experience

Working period **nuo 2017.01 iki 2022.05**  
Company name Fawcett Mathebe Secondary School  
You were working at: Administrators  
Occupation Admin clerk  
What you did at this job position? Typing, Emailing, Answering phone calls, Data capturing,

### Education

Educational period **nuo 2016.01 iki 2017.11**  
Degree Diploma  
Educational institution Unisa  
Educational qualification Programme in office Management  
I could work Administration

### Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
English	fluent	fluent	fluent
isiZulu	basic	basic	do not know

### Computer knowledge

Microsoft office

### Recommendations

Contact person Mrs Kotelo S.N  
Occupation Principal  
Company FAWCETT MATHEBE SECONDARY SCHOOL  
Telephone number 0823234002  
Email address sylvia.kotelo20@gmail.com

### Additional information

Driver licenses None  
Salary you wish 10000 R per month  
How much do you earn now 10000 R per month