



# Lerato Semelo

Curriculum Vitae (CV)

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

I'm looking for Administrative job. Computer literate, hard worker.

|                         |                                     |
|-------------------------|-------------------------------------|
| Preferred occupation    | Receptionist<br>Administrative jobs |
| Preferred work location | Potchefstroom<br>North West         |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1998-12-10 (26 years old)   |
| Gender               | Female  |
| Residential location | Potchefstroom<br>North West   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2018.02 iki 2020.11</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | Vuselela Tvet College          |
| Educational qualification | Office Administration          |

## Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | fluent         | fluent              | fluent        |

## Computer knowledge

Am very good with Microsoft excel, Microsoft Word, Powerpoint. My speed typing is good.

## Additional information

|                 |                  |
|-----------------|------------------|
| Salary you wish | 5000 R per month |
|-----------------|------------------|