



# Sophie Rumo

Curriculum Vitae (CV)

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

Am looking traffic office , admin clerk ,data capture ,driver or general job

Preferred occupation

**Scooter driver**

Driver jobs

**Car drivers**

Driver jobs

**Filing clerk**

Administrative jobs

**Data captureurs**

Administrative jobs

**Government jobs**

Government jobs

**Administrators**

Administrative jobs

Preferred work location

**Middelburg**

Mpumalanga

**Carolina**

Mpumalanga

**Pretoria / Tshwane**

Gauteng

**Ekgangala**

Mpumalanga

**Siyabuswa**

Mpumalanga

**Witbank**

Mpumalanga

**Groblersdal**

Mpumalanga

## Contacts and general information about me

Day of birth

1992-01-14 (32 years old)

Gender

Female

Residential location

**Delmas**

Mpumalanga

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

## Work experience

Working period

**nuo 2014.07 iki 2015.02**

Company name

Bazani primary school

You were working at:

Administrators

Occupation

Admin clerk

What you did at this job position?

Admin clerk job capturing ,answering call,making appointments, attending meeting ,all admin job

Working period

**nuo 2019.07 iki 2021.07**

Company name

Victor khanye local municipality

You were working at:

Government jobs

Occupation

Traffic wardens

What you did at this job position?

General law enforcement, issued of spot summonses NP,control traffic, escorting funeral, assisting school points

## Education

Educational period

**nuo 2012.01 iki 2014.12**

Degree

Certificate

Educational institution

Nkangala fet college (cn mahlangu campus)

Educational qualification

Management assistant N4 ,N5, and N6

I could work

Admin clerk, data capturing,filing clerk etc

Educational period

**nuo 2020.02 iki 2021.12**

Degree

Diploma

Educational institution

Metropolitan police academy

Educational qualification

Traffic office diploma

I could work

Traffic office

## Languages

**Language**

**Speaking level**

**Understanding level**

**Writing level**

English

very good

very good

very good

isiZulu

very good

very good

very good

isiNdebele

very good

good

good

Sepedi

good

good

basic

## Computer knowledge

Microsoft Word, excel, PowerPoint

### Recommendations

Contact person	Celiwe
Occupation	Chief
Company	Victor khanye local municipality
Telephone number	073 006 7812

### Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2013-07-00 (11 years)
Salary you wish	8000 R per month