



# 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