



Malefu Lephoto

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am passionate about learning new skills and I am a very hard working person also has a good communication skills as well as working well under pressure

Preferred work location East Rand
Gauteng

Contacts and general information about me

Day of birth 1990-11-19 (33 years old)
Gender Female
Residential location Bethlehem
Free State
Telephone number *Information is available only for registered users.*
[Sign in](#)
Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2018.04 iki 2020.05**
Company name South African Police Service
You were working at: Secretaries
Occupation Admin Clerk
What you did at this job position? Compiling reports, typing station letters and operating all office equipment such as printers, scanning and photocopy

Education

Educational period **nuo 2016.06 iki 2017.11**
Degree Certificate
Educational institution Sedibeng tvet college
Educational qualification N6 certification for management assistant
I could work As a PA, Secretary and Receptionist

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Sesotho

very good

very good

very good

Computer knowledge

Microsoft word

Microsoft excell

Conferences, seminars

I have done my training at SAPS for 1 to 2 years in a field of admin assistant

Recommendations

Contact person	Mrs AG du Preez
Occupation	Warrant Officer
Company	SAPS
Telephone number	0588638023
Email address	www.reitz@saps.gov.za

Additional information

Your hobbies	Reading Playing netball
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2010-05-00 (14 years)
Salary you wish	7000 R per month
How much do you earn now	4000 R per month