



# 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 (34 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?                  Compilling 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