



# Laurette Manaleng

Curriculum Vitae (CV)

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

I am a qualified Secretary/Receptionist. I take pride in my work and I always make sure that I bring my best in everything I do. I am very efficient and I believe that with the skills that I have I am a good candidate.

Preferred occupation	Receptionist Administrative jobs
	Part time jobs Part time, weekend jobs
	Filing clerk Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	2001-11-10 (23 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Education

Educational period	<b>nuo 2015.01 iki 2020.12</b>
Degree	Grade 12 / Matric
Educational institution	Malekutu secondary school
Educational period	<b>nuo 2022.06 iki 2022.08</b>
Degree	Certificate
Educational institution	College on hills
Educational qualification	Secretary/Reception

## Languages

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	very good	very good
Sepedi	fluent	fluent	fluent
Sesotho	good	good	good

#### **Computer knowledge**

MS Office, Microsoft Word, Excel, PowerPoint presentation.

#### **Additional information**

Driver licenses                      None