



Puseletso Hellen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrator

I'm diplomanti, reliable, friendly, positive confidence , trustworthy and I have a keen eye for details .I am also very creative, innovative and ambitious and result driving and achievements oriented.

I'm able to work under pressure without supervision and also willing to learn and take new challenges

Preferred occupation

Data capturers

Administrative jobs

Cashiers

Retail, store jobs

Receptionist

Administrative jobs

Call Centre agent

Administrative jobs

Preferred work location

Johannesburg

Gauteng

Groblersdal

Mpumalanga

Middelburg

Mpumalanga

Witbank

Mpumalanga

Contacts and general information about me

Day of birth

1997-07-31 (27 years old)

Gender

Female

Residential location

East Rand

Gauteng

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 2019.02 iki 2022.02**
 Company name Mpheleng Primary School
 You were working at: Data capturers
 Occupation Admin clerk
 What you did at this job position? >preparing school report and school administration Management system and creating learners profile and learners registration

Education

Educational period **nuo 2016.01 iki 2015.06**
 Educational institution Ekurhuleni East Tvet college
 Educational qualification Financial management
 I could work Yes I can

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Sepedi	very good	very good	very good
isiZulu	good	good	good

Computer knowledge

Pastel , excellent, Microsoft word

Recommendations

Contact person Mrs Ramphisa M.E
 Occupation Principal
 Company Mpheleng Primary School
 Telephone number 083 856 6548

Contact person MRS Sihaule R.N
 Occupation Admin clerk
 Company Mpheleng Primary School
 Telephone number 076 516 1314

Additional information

Your hobbies Reading and listening to music
 Driver licenses None
 Salary you wish 5000 R per month
 How much do you earn now 4500 R per month