



# Lesego Molwelang

Curriculum Vitae (CV)

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

I can do cleaning, reception job, office admin, personal assistant, and nanny jobs. I have worked as an admin clerk and administrative officer within the government sector. I pay attention to details and am good in communication skills within the office environment both verbal and written.

I have also worked as a personal assistant and a receptionist within the private sector so I am punctual and reliable in meeting deadlines and can be trusted with confidential company information.

I am also a mother and have taken care of kids from infancy, I have also studied more about children because I used to do voluntary Sunday school work for young kids. I can take care of kids very well.

Preferred occupation

**Data capturers**

Administrative jobs

**Filing clerk**

Administrative jobs

**Nannies**

Nanny, babysitter, child care jobs

**Government jobs**

Government jobs

Preferred work location

**Johannesburg**

Gauteng

## Contacts and general information about me

Day of birth

1976-02-14 (48 years old)

Gender

Female

Residential location

**Johannesburg**

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	<b>nuo 2009.05 iki 2022.05</b>
Company name	Department of Infrastructure and Development
You were working at:	Data capturers
Occupation	Administrative officer
What you did at this job position?	Capture and Update reports on EPWP projects from start to finish.

**Education**

Educational period	<b>nuo 1999.01 iki 1999.12</b>
Degree	Certificate
Educational institution	PC Training and Business College
Educational qualification	Secretarial Certificate NQF 5
I could work	As soon as possible

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
Setswana	fluent	fluent	fluent
English	fluent	fluent	fluent
Afrikaans	good	good	good
isiZulu	good	good	good

**Computer knowledge**

Advanced Computer literate in Microsoft Office, and Adobe Photoshop.

I have a computer literacy certificate from Technikon SA (Unisa). I adapt easily to computer programs. Electronic filing. Uploading and downloading files, Document editing, or updating.

**Conferences, seminars**

I have presentation skills and experience.

**Recommendations**

Contact person	Chriselda Nkadameng
Occupation	Deputy Director
Company	Department of Infrastructure Development
Telephone number	0765213870
Email address	Chriselda.Nkadameng@gauteng.gov.za

**Additional information**

Your hobbies	Reading Watching videos and movies
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	Shopping
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2022-11-00 (2 years)
Salary you wish	8000 R per month
How much do you earn now	7500 R per month