



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	nuo 2009.05 iki 2022.05
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	nuo 1999.01 iki 1999.12
Degree	Certificate
Educational institution	PC Training and Business College
Educational qualification	Secretarial Certificate NQF 5
I could work	As soon as possible

Languages

Language	Speaking level	Understanding level	Writing level
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