



Mpho Lethule

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administrative position since im currently working as a data capture for an insurance company. I started working for them in (2016 -current) 8years ago as an administrator and would now like to grow professionally and personally by not limiting capabilities. I want to learn, experience and explore limitless possibilities and opportunities in the economic sector.

I am a passionate individual who always want to deliver excellent and quality services to my employer and the members or our clients. I have good written and verbal communication skills which always assist me when facing conflicts and having to resolve them.

I work well under pressure and manage to be productive despite the stressful situations I am currently working under. I very resilient, persevere and try to be optimistic about life in general..

Taking into account the experience I already possess my attributes, I believe with proper training and good understanding of the work and product knowledge i will gain for the role, I will be more that capable of delivering quality and work in my team and the organization.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	West Rand Gauteng

Contacts and general information about me

Day of birth	1983-03-11 (41 years old)
Gender	Female
Residential location	West Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Additional information

Salary you wish	20 000 R per month
How much do you earn now	16 000 R per month