



# 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> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Additional information

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