



Sehume Sehlako

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm currently looking for a permanent job in the administration field. I have a diploma in Accounting and financial computing and completed it at College Campus in 2007. I also did pre nursing course and currently working as a care worker at an old age home. Worked at CIPC as admin assistant and completed work readiness program where i completed pastel course.

With the skills i acquired i know im ready to join the cooperate world as an administrator.

Preferred occupation	Administrators Administrative jobs
	data capture Government jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1986-10-06 (38 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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

Work experience

Working period	nuo 2008.10 iki 2010.01
Company name	Metrofile
You were working at:	Data capturers
Occupation	Data captured
What you did at this job position?	Capturing information or documents on the computer

Working period **nuo 2012.01 iki 2012.03**
 Company name Companies and intellectual property commission
 You were working at: Administrators
 Occupation Admin assistant
 What you did at this job position? Capturing new companies on the database

Education

Educational period **nuo 2017.02 iki 2017.09**
 Degree Certificate
 Educational institution Healthnicon College
 Educational qualification Community health care
 I could work Care giver or nurse

Educational period **nuo 2005.02 iki 2007.11**
 Degree Diploma
 Educational institution College Campus
 Educational qualification Diploma in accounting and financial computing
 I could work Accounts clerk ,banks and as administrator

Educational period **nuo 2004.11 iki dabar**
 Degree Grade 12 / Matric
 Educational institution Charlton Vos College
 Educational qualification Grade 12
 I could work Entry jobs

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Setswana	very good	very good	very good

Computer knowledge

Microsoft office [word, powerpoint, excel, emails etc] and Pastel

Recommendations

Contact person Sr Alta van Schalkwyk
 Occupation Sister at old age home
 Company Huis Hermon
 Telephone number 0716088300 or 0125466688

Contact person	Lindiwe Khumalo
Occupation	Supervisor / manager
Company	companies and intellectual property commission
Telephone number	0834767979

Additional information

Your hobbies	Reading books learning new things and travelling
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2021-05-00 (3 years)
Salary you wish	10000 R per month
How much do you earn now	4000 R per month