



Admin Clerk Letsoko

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist or admin clerk, i like working with people, hard worker, loving ,caring and humble. And i do all given task to me on time. also am an pantual person.

| | |
|-------------------------|-------------------------------------|
| Preferred occupation | Receptionist Administrative jobs |
| Preferred work location | West Rand Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1996-07-07 (28 years old) |
| Gender | Female |
| Residential location | Johannesburg 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 2018.04 iki 2023.01 |
| Company name | NZ medial corner |
| You were working at: | Filing clerk |
| Occupation | Admin clerk |
| What you did at this job position? | filling patient history and submitting their blood test to laboratories |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2001.01 iki 2014.12 |
| Degree | Grade 12 / Matric |
| Educational institution | Mmantutule high school |
| Educational qualification | higher certificate |
| I could work | yes i could work |

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2017.02 iki 2018.02 |
| Degree | Certificate |
| Educational institution | ICE computer college |
| Educational qualification | level 3 |
| I could work | yes i could work |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| Sepedi | fluent | very good | very good |
| English | very good | very good | good |

Computer knowledge

I have numeracy, i know about microsoft modules,word,Excellent,Powerpoint ,internet and database.

Conferences, seminars

no i don't attended any other courses

Recommendations

| | |
|------------------|----------------------|
| Contact person | 0736345422 |
| Occupation | doctor |
| Company | NZ medical corner |
| Telephone number | 0117629158 |
| Email address | ziphonkosi@yahoo.com |

Additional information

| | |
|--------------------------|---|
| Your hobbies | I like music because it keeps me calm and relaxed |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2018-07-00 (6 years) |
| Salary you wish | 9000 R per month |
| How much do you earn now | 5000 R per month |