



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 (29 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 (7 years)
Salary you wish	9000 R per month
How much do you earn now	5000 R per month