



# Tshepo Lesufi

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm looking for Management work. Where I can utilize my skills and get experience. Despite having no experience, I have studied Management Assistant I'm drawn to the dynamics nature of business operator and enjoy organizing tasks efficiently. This program aligns with my skills in communication, problem-solving and multitasking, which are essential for supporting a company's administrative and managerial functions. I'm looking for a job related to my course and internship to complete my Diploma.

Preferred occupation	<b>Filing clerk</b> Administrative jobs
	<b>Receptionist</b> Administrative jobs
	<b>Operations Clerk</b> Administrative jobs
Preferred work location	<b>Pretoria / Tshwane</b> Gauteng
	<b>Lebowakgomo</b> Limpopo

## Contacts and general information about me

Gender	Male
Residential location	<b>Pretoria / Tshwane</b> 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>

## Education

Educational period	<b>nuo 2022.01 iki 2023.06</b>
Degree	Certificate
Educational institution	Tshwane North TVET College
Educational qualification	Management Assistant
I could work	In every Management Area

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
Sepedi	fluent	fluent	very good
English	good	good	basic

**Computer knowledge**

I have studied Computer practices. I was dealing with Excel, Microsoft Word, PowerPoint and Onenote.

**Additional information**

Your hobbies	On my Spare time I play soccer to keep my mind fresh. It helps alot to reduce level of stress and keep your body fit.
Driver licenses	None
Salary you wish	R9500 R per month
How much do you earn now	R0.0 R per month