



Dipuo Phasha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am looking for general job or any job that i will fit in because am willing to learn everything in the company.

i am an administration PA at Department of infrastructure Development at Ekurhuleni, am enjoying the work because thats what am good at ,i like working with with people. i can aslo work under pressure thats makes me to put much focus on my work.am a fast learner.

am willing to grow my career and taking the the company to the next level in the coming years.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Generals General jobs |
| | Administrators Administrative jobs |
| Preferred work location | Gauteng |

Contacts and general information about me

| | |
|----------------------|---------------------------------------------------------------------------------------|
| Day of birth | 1991-03-19 (33 years old) |
| Gender | Female |
| Residential location | 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 2023.02 iki 2023.09 |
| Company name | Department of Infrastructure Development |
| You were working at: | Administrators |
| Occupation | PA |
| What you did at this job position? | negotiated beneficial contracts or supplies,preparing meeting schedule |

Working period **nuo 2012.02 iki 2012.11**
 Company name Ekurhuleni Beneficiary Survey Project
 You were working at: Data capturers
 Occupation office assistance
 What you did at this job position? collecting information and preparing job site

Education

Educational period **nuo 2006.01 iki 2010.10**

Languages

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

Computer knowledge

word
 excel
 outlook
 Microsoft Office

Recommendations

Contact person Mrs. Susan Ludick
 Occupation Admin Clerk
 Company Department of Infrastructure Development
 Telephone number 072 190 6533
 Email address Susan.Ludick@gauteng.gov.za

Additional information

Your hobbies I do reading most of my time.
 Salary you wish R5000 R per month
 How much do you earn now R4000 R per month