



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 infrascture 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