



Lebohang Motloung

Curriculum Vitae (CV)

What job i'm looking for? My positive points

The job that I am looking for is an admin job. More like office work. Where I will be working with the computer.

Preferred occupation Administrative jobs

Preferred work location Free State

Contacts and general information about me

Day of birth 1995-08-06 (29 years old)

Gender Female

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2021.02 iki 2022.08**

Company name Matswathaka intermediate school

You were working at: Receptionist

Occupation Administration clerk

What you did at this job position? Working at the reception. Sending and receiving of emails. Answering phones in a professional manner. Typing letters and report. Managing manager's diary. Taking messages. Entering information into database. Keeping minutes and arranging meeting.

Education

Educational period **nuo 2018.07 iki 2020.12**

Degree Certificate

Educational institution Bethlehem college

Educational qualification N6 certificate in Management Assistant

I could work Yes I could work under pressure.

Languages

Language	Speaking level	Understanding level	Writing level
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English	good	good	good
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Recommendations

Contact person	Mofokeng letsela
Occupation	Teacher
Company	Matswathaka intermediate school
Telephone number	0718953952

Additional information

Your hobbies	Reading Watching tv And exercise.
Driver license from	2017-11-00 (7 years)
Salary you wish	4000 R per month
How much do you earn now	0,00 R per month