



# Lebogang Elgim Molete

Curriculum Vitae (CV)

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

Admin clerk

My points are is that i possess a 3 Year National Diploma in Human Resources Management from the Central University of Technology,Free State and a 6 Months Admin assistant experience in the public sector

Preferred occupation

Data capturers  
Administrative jobs

Government jobs  
Government jobs

Administrators  
Administrative jobs

Receptionist  
Administrative jobs

Claims manager  
Administrative jobs

## Contacts and general information about me

Day of birth	1995-11-21 (29 years old)
Gender	Male
Residential location	Botshabelo Free State
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>

## Work experience

Working period	<b>nuo 2020.12 iki 2021.04</b>
Company name	Hohle Primary School
You were working at:	Personal assistant
Occupation	Admin assistant
What you did at this job position?	-Administrative duties.

Working period **nuo 2020.12 iki 2021.04**  
 Company name Hohle Primary School  
 You were working at: Developers  
 Occupation IT-ecadre  
 What you did at this job position? Updating software and applications on learner's and teacher's devices.

**Education**

Educational period **nuo 2015.02 iki 2019.04**  
 Degree Diploma  
 Educational institution Central University of Technology,Free State  
 Educational qualification National Diploma Human Resources Management  
 I could work Yes

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	fluent
Afrikaans	good	very good	very good
Sesotho	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
isiZulu	good	very good	very good

**Computer knowledge**

Ms office Excel,Powerpoint,Word,Access

**Recommendations**

Contact person Ms M Nkomo  
 Occupation Constable Officer  
 Company SAPS  
 Telephone number 072 087 1979

Contact person Ms M Rakaki  
 Occupation Principal at Hohle Primary School  
 Company Hohle Primary School  
 Telephone number 078 903 2600/051 534 2302  
 Email address merakaki@gmail.com

Contact person	Ms SM Ramateletse
Occupation	Mentor & Admin Clerk
Company	Hohle Primary School
Telephone number	060 835 3109/051 534 2302

#### **Additional information**

Your hobbies	Reading newspaper Basket ball Councelling Motivational speaker
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2023-04-00 (1 years)
Salary you wish	R10 000.00 R per month
How much do you earn now	R0 R per month