



Clementina Lengolo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Good communication skills

Fast typing advantage

Good with Microsoft office

Good at problem solving

Good listener

Fast learner

Very formal

Always on time

Pays attention to detail

Soft spoken and honest

Have matric certificate

Office administration certificate

N6 Certificate in Human Resource Management

Preferred occupation Administrators
Administrative jobs

Preferred work location Sasolburg
Free State

Contacts and general information about me

Day of birth 1991-11-22 (33 years old)

Gender Female

Residential location Sasolburg
Free State

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

Working period	nuo 2023.02 iki 2023.09
Company name	Department of education
You were working at:	Aftercare assistant
Occupation	Education Assistant
What you did at this job position?	Assists the teacher with the light work nd disciplining the learners

Education

Educational period	nuo 2015.01 iki 2016.06
Degree	Diploma
Educational institution	Sedibeng TVET college
Educational qualification	N6
I could work	As an HR Assistant

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	fluent

Computer knowledge

Microsoft knowledge

Recommendations

Contact person	Natasha swart
Occupation	Deputy principal (mentor)
Company	Aj Jacobs
Telephone number	0842996633

Additional information

Your hobbies	Reading Watching tv
Driver licenses	None
Salary you wish	4500 R per month
How much do you earn now	4000 R per month