



Dineo Lakaje

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrators job

I am a very reliable, honest person. I will make a very good impact to the company. Always eager to learn new skills and improve the skills I have. I am easy person to communicate with and I can work with other people as a team. I am very good at my work.

Preferred occupation Administrators
 Administrative jobs

Preferred work location East Rand
 Gauteng

Contacts and general information about me

Gender Female

Residential location East Rand
 Gauteng

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 2023.06 iki 2024.01**

Company name Precious Funeral Services

You were working at: Other jobs

Occupation office Administrator

What you did at this job position? Greeting clients and visitors, writing reports, managing receipt book and money, signing people who want to join for our services

Education

Educational period **nuo 2017.01 iki 2017.11**

Degree Grade 12 / Matric

Educational institution Tsebo Secondary School

Educational qualification National Senior Certificate

I could work Anywhere

Educational period	nuo 2020.01 iki 2020.12
Degree	Certificate
Educational institution	Career Computer College
Educational qualification	Office Computing
I could work	As Receptionist,Office Administrator,PA

Languages

Language	Speaking level	Understanding level	Writing level
Sesotho	fluent	fluent	fluent
English	good	good	good
isiZulu	basic	good	do not know

Computer knowledge

Microsoft Office

Recommendations

Contact person	Mr Adams
Occupation	Owner
Company	Precious Funeral Service
Telephone number	082 6360429

Additional information

Your hobbies	Watching TV Reading
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-04-00 (6 years)
Salary you wish	R7500 R per month
How much do you earn now	R2000 R per month