



Lulekwa Toni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative work such as capturing information, sending emails, retrieve and restore information. Send emails, typing printing and photocopying documents.

Preferred occupation

Receptionist
Administrative jobs

Housekeeper
Hotel jobs

Waiters, waitresses
Restaurant, bar service jobs

Dishwashers
Kitchen jobs

Shop assistants
Retail, store jobs

Preferred work location

Cape Town
Western Cape

Cape Flats
Western Cape

Contacts and general information about me

Day of birth 1998-04-15 (26 years old)

Gender Female

Residential location Stellenbosch
Western Cape

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

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

Work experience

Working period **nuo 2023.03 iki 2023.09**

Company name Samkele Primary school

You were working at: Administrators

Occupation Office administrator

What you did at this job position? Capturing, emailing, typing, photocopying, printing

Education

Degree	Certificate
Educational institution	Lovedale public college
Educational qualification	Public Management

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	fluent	fluent	fluent
Setswana	good	good	basic

Computer knowledge

MS word
Excell Preadsheet
Power Point
One Note

Additional information

Salary you wish	R10000 R per month
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