



Julie Lerato Morudu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a cheerful, hard working, honest, friendly, helpful and polite individual. I have creative mind always willing to learn new skills. I have sense of humour. I am able to work independently in a busy environment and also within a team setting. I am an active listening when problem solving. Am able to take instructions from all levels and build up good working relationship. I am a good reliable and possess excellent time kee skill.

Preferred occupation	Generals General jobs
Preferred work location	Lephalale / Ellisras Limpopo

Contacts and general information about me

Day of birth	1991-09-26 (33 years old)
Gender	Female
Residential location	Lephalale / Ellisras Limpopo
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2020.06 iki 2022.03
Company name	Ikitseng primary school
What you did at this job position?	-Kept office operations running smoothly and efficiently by implementing procedure and policy documents, Operated and maintain various office machinery such as printers, photocopier, scanners, laminator and laptops to keep office running smoothly, updating files, scanning new documents into system, Safeguard sensitive and confidential data in compliance with security best practice,,working on database and also microsoft word.

Education

Educational period	nuo 2013.01 iki 2013.12
Degree	Grade 12 / Matric
Educational institution	Matshwara secondary school
Educational qualification	Maths and Science
I could work	General work, Admin clerk assistant, office assistant

Languages

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

Computer knowledge

I have knowledge in Microsoft Office. Adobe. Photoshop, using USB, changing documents to other format. Working on database,

Recommendations

Contact person	Malema TS
Occupation	Admin clerk
Company	Ikitseng primary school
Telephone number	076 818 8014
Email address	malemats@gmail.com

Additional information

Driver licenses	None
Salary you wish	R8000 R per month
How much do you earn now	R3500 R per month