



Lerato Macu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for data entry job or any other administrative job, reason for this preference is because I have experience in that line of work. I have the ability to pay attention to detail, I am also a hard working individual and my purpose is to always meet the deadline. I would appreciate it very much if you consider my application.

Preferred occupation	Operations Clerk Administrative jobs
	Filing clerk Administrative jobs
	Housekeeper Hotel jobs
	Online data processor IT, computing jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1990-06-05 (34 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2017.03 iki 2018.03
Company name	Medihelp medical scheme
You were working at:	Customer care agent
Occupation	Client services
What you did at this job position?	I was helping existing customers with queries

Working period	nuo 2012.01 iki 2012.12
Company name	Edwin Moalusi primary School
You were working at:	Administrators
Occupation	Administrative Assistant
What you did at this job position?	I was assisting the school administration team to perform office duties

Education

Educational period	nuo 2017.03 iki 2018.03
Degree	Certificate
Educational institution	Medihelp (INSETA)
Educational qualification	Wealth management
I could work	As an insurance broker, financial advisor, risk and health management officer

Languages

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

Computer knowledge

MS word
MS office
MS Excel
Adobe Photoshop

Recommendations

Contact person	Minah Myeni
Occupation	Director
Company	Vezaokuhle sewing and hiring
Telephone number	0724521778
Email address	minahmyeni@gmail.com
Contact person	Portia Tshabalala
Occupation	Claims processor
Company	Medihelp
Telephone number	0123221822

Additional information

Your hobbies	Cooking Surfing the internet (researching) Reading books
Driver licenses	None
Salary you wish	5000 R per month