



Lerato Nelly Maja

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I've sent you my cv because I'm eager to play a crucial role in the growing of your institutions .

Preferred occupation	Administrators Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1988-08-29 (35 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2011.02 iki 2013.03
Company name	khombinlela primary school
You were working at:	Administrators
Occupation	Administration
What you did at this job position?	office file

Education

Educational period	nuo 2010.01 iki 2010.12
Degree	Certificate
Educational institution	further education and training certificate NQF Level 4
I could work	I am enthusiastic.A fast learner,a team players , and can also work individually and can work under minimum supervision. Goal driven and also given excellent customer service. punctuality is my game. I am vibrant, well spoken and a reliable person. I am c

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	very good	very good	very good

English

very good

very good

very good

Computer knowledge

Introduction to computer, Microsoft word, Microsoft excel, Microsoft PowerPoint, Microsoft internet and Email, Microsoft Access

Conferences, seminars

Senior Education and Training Authority (Certificate of workplace experience)

Recommendations

Contact person	Jk mashaba
Occupation	Principal
Company	khombinlela primary school
Telephone number	011738 1899

Additional information

Your hobbies	Reading books and communicate with people around me
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	3500 R per month