



Lebohang Ashley Mmuseti

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I AM A YOUNG FRIENDLY ENERGETIC LADY. A SELF DRIVEN, SELF MOTIVATED AND GO GETER. I HAVE 18 MONTHS ADMIN EXPERIENCE WHERE I LEARNED A LOT ABOUT A WORK PLACE, HOW TO BEHAVE AND WORK AS A TEAM. MY DUTIES WERE: ANSWERING CALLS, WELCOMING AND ASSISTING VISITORS, FILLING, TYPING, DATA CAPTURING, STOCK TAKING, FAXING, PHOTOCOPYING, SCANNING OF DOCUMENTS, SEND AND RECEIVING EMAILS AND STOCK CONTROL. I HAVE COMPUTER SKILLS MS WORD, EXCEL, POWERPOINT, OUTLOOK AND INTERNET. I LOOK FORWARD TO BE A MEMBER OF YOUR COMPANY AND I HOPE YOU WILL CONTACT ME SOON OM 0733466796.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1991-11-20 (33 years old)
Gender	Female
Residential location	Johannesburg 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 2014.07 iki 2015.12
Company name	AKOFANG SENIOR PHASE
You were working at:	Administrators
Occupation	ADMIN CLERK (INTERNSHIP)
What you did at this job position?	RESPONSIBLE FOR GENERAL ADMIN DUTIES

Education

Educational period **nuo 2012.07 iki 2014.06**
Degree Certificate
Educational institution MALUTI TVET COLLEGE
I could work ADMINISTRATOR, ADMIN ASSISTANCE OR RECEPTIONIST

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Sesotho	fluent	fluent	fluent

Computer knowledge

MS WORD, EXCEL, POWERPOINT, OUTLOOK, INTERNET

Conferences, seminars

NONE

Recommendations

Contact person MS TSELELI MJ
Occupation TEACHER
Company AKOFANG SENIOR PHASE
Telephone number 0836114914
Email address tselelimphokgo@gmail.com

Contact person MS SALEMANE DL
Occupation TEACHER
Company MOOKODI SS
Telephone number 0837749025

Additional information

Your hobbies READING AND WATCHING TELEVISION
Driver licenses None
Salary you wish 5000 R per month