



# Mahlomola Seroka

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm a hardworking, result orientated and disciplined person. I have a will to excel the executions as well as accomplishing assigned objectives and up for challenges.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Polokwane / Pietersburg Limpopo

## Contacts and general information about me

Gender	Female
Residential location	Lebowakgomo Limpopo
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2012.03 iki 2014.09</b>
Company name	peu secondary s hool
You were working at:	Administrators
Occupation	admin clerk
What you did at this job position?	capturing of data, reconciling actual attendance on weekly basis, assis in collecting stats, typing, filling, faxing, and photocopying.

## Education

Educational period	<b>nuo 2010.01 iki 2012.12</b>
Degree	Certificate
Educational institution	sekhukhune fet college
Educational qualification	human resource management
I could work	effectively as admin clerk and personnel assistant

## Languages

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	very good	very good

### **Computer knowledge**

Microsoft office

### **Recommendations**

Contact person	phale elmon
Occupation	circuit manager:,mohlaletse circuit
Company	department of education
Telephone number	0828088713

### **Additional information**

Your hobbies	Reading,
Driver licenses	None
Salary you wish	R5500,00 R per month