



Ramadimetja Cecilia Kutumela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Hi I am a young lady of 26yrs old who is looking for a job I have
Good communication skills and I have experience about office staff
Leadership skills
Hard working
Able to work under pressure and shift
Ability to work in team a

Preferred occupation	Administrators Administrative jobs
	Cleaners Labour jobs
	Labourers Labour jobs
Preferred work location	Polokwane / Pietersburg Limpopo
	Lebowakgomo Limpopo
	Modimolle / Nylstroom Limpopo

Contacts and general information about me

Day of birth	1989-11-11 (34 years old)
Gender	Female
Residential location	Polokwane / Pietersburg 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 2010.09 iki 2012.09**
 Company name Avuxine Computer Academy
 You were working at: Teachers
 Occupation Lecturer
 What you did at this job position? Lecturing computer, Registering Student, Receiving Payment, Attending Client and answering calls

Working period **nuo 2013.02 iki 2013.12**
 Company name Success Computer Training Centre
 You were working at: Receptionists
 Occupation Admin
 What you did at this job position? Answering calls, filling papers, capturing information and do marketing

Working period **nuo 2013.12 iki 2014.12**
 Company name Madikwe Community Hall
 You were working at: Receptionists
 Occupation Admin
 What you did at this job position? Answering calls, Attending Client, supervising Properties and responsible for bookings

Education

Educational period **nuo 2010.01 iki 2010.06**
 Degree Certificate
 Educational institution Avuxine Computer Academy
 Educational qualification Certificate in Computer Literacy
 I could work under pressure and able to work shift

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	fluent
English	fluent	fluent	fluent

Computer knowledge

Internet and E-mail

Operating system
Recommendations

Ms Words Contact person	Miss Mothi Joyce
Ms Excel Occupation	Senior Lecturer
Power Point Company	Avuxine Computer Academy
Data Base Telephone number Publisher	0734841611
Contact person	Miss Paulina Masenya
Occupation	Supervisor
Company	Madikwe Community Hall
Telephone number	0724288448

Additional information

Your hobbies	Reading Planning and come up with some good idea
Driver licenses	None
Salary you wish	R8000 R per month
How much do you earn now	R6500 R per month