

## Lawrence Gumede

Curriculum Vitae (CV)

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

I am a diploma graduate in small business management,7 years experience as an admin clerk at government school, truthful and honest, realistic and practical, hard working and very innovative, easy to adjust in working conditions, easily preoritise work load

Preferred occupation

Secretaries Administrative jobs

Administrators Administrative jobs

Contacts and general information about me		
Day of birth	1983-10-30 (41 years old)	
Gender	Male	
Residential location	East Rand Gauteng	
Telephone number	Information is available only for registered users. <mark>Sign in</mark>	
Email address	Information is available only for registered users. <mark>Sign in</mark>	
Work experience		
Working period	nuo 2007.01 iki 2013.11	
Company name	mpumalanga department of education	
You were working at:	Administrators	
Occupation	admin clerk	
What you did at this job position?	administration	
Education		
Educational period	nuo 2002.01 iki 2003.12	
Degree	Diploma	
Educational institution	pc training and business college	
Educational qualification	national certificate	
I could work	i could work as an admin clerk HR	

Languages			
Language	Speaking level	Understanding level	Writing level
English	very good	fluent	fluent
isiZulu	fluent	fluent	fluent

## Computer knowledge

Ms word, ms excel, ms power point, internet, adobe

Recommendations	
Contact person	gloria sekgogoba
Occupation	admin clerk
Company	mashishing secondary school
Telephone number	0132346101
Additional information	
Driver licenses	None
Salary you wish	7000-10000 R per month