



Matome Candy Lebepe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Adminstration, HR, Data Capturer, General, Labourer I am hard worker, intelligent, self-disciplined, supportive person, who listens well and want to learn more in life. I am a very patient person with a positive attitude and make a good impression. My skills include computer literate with PowerPoint, Ms word, Excel and outlook, good communication skill both verbal and written, report writing, assertive, can work well with other people, not easily intimidated and possess good problem solving skills that I think would fit into your corporate profile.

Preferred occupation

Administrators

Administrative jobs

Dispatchers

Administrative jobs

HR specialists

Management, human resources jobs

Truck drivers

Driver jobs

Pickers, packers

Labour jobs

Labourers

Labour jobs

Jobs for students

Student jobs

Generals

General jobs

Other jobs

Other jobs

Preferred work location

Gauteng

Contacts and general information about me

Gender

Male

Residential location

Johannesburg

Gauteng

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

Working period **nuo 2009.03 iki 2010.06**

Company name SENTRA CEILING

You were working at: Generals

Occupation General Worker

What you did at this job position? Installing Ceiling

Working period **nuo 2014.04 iki 2015.08**

Company name HEALTH SYSTEM TRUST

You were working at: Administrators

Occupation Adminstration and Data Capturer

What you did at this job position? general office duties such as answering phones, setting up appointments, answering questions and providing visitors with basic information. I also greeted visitors with a smile and friendly attitude and helped to create a pleasant and welcoming environment.

Working period **nuo 2016.06 iki 2016.09**

Company name City of Johannesburg and University of Johannesburg

You were working at: Other jobs

Occupation Marketing

What you did at this job position? Data Capture Digital, Marketing website & WiFi & Training Digitals

Education

Educational period **nuo 2010.06 iki 2014.11**

Degree Diploma

Educational institution UNIVERSITY OF SOUTH AFRICA (UNISA)

Educational qualification HUMAN RESOURCES MANAGEMENT

I could work YES

Languages

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

Computer knowledge

MS Word, Excel, PowerPoint & Outlook

Recommendations

Contact person	S.Le Roux
Occupation	Jozi Digital Programme Manager
Company	Resolution Circle & University of Johannesburg
Telephone number	0100213282

Contact person	Senior Machete
Occupation	Data Quality Monitor
Company	Health System Trust
Telephone number	0636095690

Contact person	T Chabalala
Occupation	Supervisor
Company	Sentra Ceiling
Telephone number	081 073 7801

Additional information

Your hobbies	Reading, Playing Soccer and Watching TV
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2014-08-00 (10 years)
Salary you wish	3500 R per month
How much do you earn now	N/A R per month