



Lerato Cynthia Mphuti

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hardworking, team player who sees an opportunity in every challenge I face. I am computer literate, efficient in filling documents and I seek order in every environment I am introduced to. I thrive under pressure and produce the best outcomes possible. If given an opportunity I work with trust, loyalty and embrace the chance given to me. I don't only work but bring passion to my colleagues and seek to grow within my current career, I always seek growth in my career and my personal attributes.

Reason 1 - I have obtained distinctions in Computer Practice and Information Processing.

Reason 2 - I know that personal success is linked with business success. Being a Management Assistant does not only require good communication skills but displaying professionalism, creating a positive image for the organisation and working together with its internal and external stakeholders to create effective communication

Preferred work location Sedibeng
Gauteng

Contacts and general information about me

Day of birth	1991-06-16 (33 years old)
Gender	Female
Residential location	Sedibeng 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 2017.07 iki dabar
Company name	Setjhaba Sohle Secondary School
You were working at:	Administrators
Occupation	Administration
What you did at this job position?	Answer phone calls, Filling, SA-SAMS, Data capturing.

Education

Educational period	nuo 2016.01 iki 2017.06
Degree	Certificate
Educational institution	Sedibeng TVET College
Educational qualification	MANAGEMENT ASSISTANT N6
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	very good	very good	very good

Computer knowledge

I am computer literate. I have knowledge in MS MICROSOFT WORD, POWER POINT, EXCEL.

Recommendations

Contact person	Nosenga T.A
Occupation	Principal
Company	Setjhaba Sohle Secondary School
Telephone number	0718850351
Email address	nosenga.ta@gmail.com
Contact person	Mothibe S.K
Occupation	Administrator-Mentor
Company	Setjhaba Sohle Secondary School
Telephone number	0607395643

Additional information

Your hobbies	Computer Reading Cooking Exploring
Driver licenses	None
Salary you wish	8000 R per month