



# 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                                      *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 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	<b>nuo 2016.01 iki 2017.06</b>
Degree	Certificate
Educational institution	Sedibeng TVET College
Educational qualification	MANAGEMENT ASSISTANT N6
I could work	Yes

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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