



# Lerato Sherine Lefika

Curriculum Vitae (CV)

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

Administration Job. Enthusiastic, self-motivated, achievement driven, industrious and a confident team player. Able to work under pressure and for long hours on the job. Ever willing to take up new challenges and challenging jobs. Developed with a high level of dedication and commitment at every point into a well-rounded associate

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng
	Ekangala Mpumalanga
	Sedibeng Gauteng

## Contacts and general information about me

Day of birth	1993-12-08 (30 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2016.01 iki 2017.07</b>
Company name	Foundation for Professional Development
You were working at:	Administrators
Occupation	Office Administration Internship
What you did at this job position?	Office Administrator

Working period	<b>nuo 2015.06 iki 2016.01</b>
Company name	Miladys Retails Store
You were working at:	Cashiers
Occupation	Sale Associate
What you did at this job position?	Customer service

### Education

Educational period	<b>nuo 2013.06 iki 2017.08</b>
Degree	Diploma
Educational institution	Tshwane South College
Educational qualification	Management Assistant
I could work	well in a team and alone, as well as under pressure.

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

### Computer knowledge

Microsoft Word, Excel, Outlook and Power Point

### Recommendations

Contact person	Girly Taukobong
Occupation	Administrator
Company	Foundation for Professional Development
Telephone number	0827190614
Email address	girlitaukobong@gmail.com

### Additional information

Your hobbies	Creative Writing, Reading, Dancing and Singing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2016-10-00 (7 years)
Salary you wish	10000 R per month
How much do you earn now	5000 R per month