



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2016.01 iki 2017.07
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 **nuo 2015.06 iki 2016.01**
 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 **nuo 2013.06 iki 2017.08**
 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 (8 years)
 Salary you wish 10000 R per month
 How much do you earn now 5000 R per month