



Tshiamo Letsietsa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Sir/Mam

My name is Tshiamo Letsietsa. I believe having me in your organisation will be of great benefit, production will be lifted as you will be having one of the excellent candidate in the market, I am goal driven, self motivated, I love working and take my daily work very seriously, with no procrastination and delegations, I meet deadlines all the time, I am able to work under pressure but i pay attention to detail though, I always double check my work before submission. I am vibrant, good communication skills, customer service on point, I will be a good representation of your organisation.

Thank you for taking time reading my Curriculum vitae and application letter.

Thank you

Applicant

Preferred occupation

Data capturers
Administrative jobs

Administrators
Administrative jobs

Secretaries
Administrative jobs

Dispatchers
Administrative jobs

Filing clerk
Administrative jobs

Production coordinator
Administrative jobs

Switchboard operator
Administrative jobs

Preferred work location

Pretoria / Tshwane
Gauteng

Hartbeespoort

North West

Johannesburg
Gauteng

Rustenburg
North West

Brits
North West

Contacts and general information about me

Day of birth	1994-04-02 (30 years old)
Gender	Female
Residential location	Brits North West
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 2018.03 iki 2018.04
Company name	BOJANALA PLATINUM DISTRICT MUNICIPALITY
You were working at:	Secretaries
Occupation	Secretariat
What you did at this job position?	Typing, answering & referring calls, preparing for meetings, attending meetings, writing of minutes etc

Education

Educational period	nuo 2016.01 iki 2018.11
Degree	Certificate
Educational institution	Orbit Tvet College
Educational qualification	Office Administration
I could work	Personal Assistant, Receptionist, Sales Administrator, Administration Clerk/Officer, Data Capturer, etc
Educational period	nuo 2014.01 iki 2014.11
Degree	Certificate
Educational institution	PROSPERITY CAREER COLLEGE
Educational qualification	Computer skills
I could work	Data Capturer, Data Processing,

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Setswana	fluent	fluent	fluent
Afrikaans	good	good	good
Sepedi	very good	very good	very good
isiZulu	good	very good	good

Computer knowledge

Microsoft excel
 Microsoft PowerPoint
 Microsoft word
 Microsoft database
 Microsoft publisher
 Microsoft office
 Microsoft access
 Adobe systems
 Internet explorer

Recommendations

Contact person	Mrs Raper
Occupation	Lecturer
Company	Orbit Tvet College
Telephone number	0789229010
Email address	sraper@gmail.com

Additional information

Your hobbies	Reading Exercising Playing board games Watching TV Listening to music
Driver licenses	None
Salary you wish	R16500 R per month
How much do you earn now	R0.00 R per month