



Lerato Kalekale

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard working, Motivated and enthusiastic Administrative Assistant with a proven track-record in business Management. I always strive to achieve the highest standard possible, at any given task and in any situation with knowledge of procurement policy and process, Good communications skills, I am accustomed to working in a challenging and fast-paced environment, particularly when dealing with multiple projects and priorities at the same time.

Preferred occupation Administrators
 Administrative jobs

Contacts and general information about me

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 2016.10 iki 2018.06**
Company name Department of Education
You were working at: Administrators

Education

Educational period **nuo 2013.01 iki 2015.06**
Degree Diploma
Educational institution Sedibeng College
Educational qualification Business Management N6
I could work Full time

Languages

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

Computer knowledge

- . Smartboard interactive whiteboard
- .powerpoint
- .Access
- . Word processing
- .Outlook

Recommendations

Contact person	Ms Paulina Khumalo
Occupation	Vereeniging
Company	Department of Education
Telephone number	010 344 1062
Email address	Paulina.Khumalo@gauteng.gov.za

Additional information

Your hobbies	In my spare time I enjoy reading and going to cinema, I love spending time with my family and friends over the weekend. I have a major interest on computing and i regularly go to the gym to keep myself active and healthy.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-01-00 (6 years)