



Mavis Nancy Lerumo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for office clerical jobs.

Excellent interpersonal skills ☐

Team building skills

Analytical and problem solving skills

Decision making skills ☐

Effective verbal and listening Communications skills

Attention to detail and high level of accuracy

Computer skills including the spreadsheet and word-processing programs, and e-mail at a highly proficient level

Time management skills

Preferred occupation

Administrators

Administrative jobs

Secretaries

Administrative jobs

Operations Clerk

Administrative jobs

Receptionist

Administrative jobs

Filing clerk

Administrative jobs

Data capturers

Administrative jobs

Preferred work location

Johannesburg

Gauteng

Pretoria / Tshwane

Gauteng

East Rand

Gauteng

Middelburg

Mpumalanga

Witbank
Mpumalanga

Embalenhle
Mpumalanga

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1979-08-26 (44 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 |

Additional information

| | |
|--------------------------|-------------------|
| Salary you wish | 15000 R per month |
| How much do you earn now | 5500 R per month |