



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 (45 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