



# Nkamoheleng Sepha

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking for Administration jobs, Secretary, Clerk or Receptionist because I have got a Diploma in Management Assistant and the experience in the field.

I am very dedicated to my job and I pay attention to details.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Aliwal North Eastern Cape
	Helderberg Western Cape
	Cape Town Western Cape
	Umtata / Mthatha Eastern Cape

## Contacts and general information about me

Day of birth	1997-12-14 (26 years old)
Gender	Female
Residential location	Aliwal North Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2017.08 iki 2019.06</b>
Company name	Khanyolwethu Secondary School
You were working at:	Secretaries
Occupation	Admin Clerk
What you did at this job position?	Taking minutes, typing agenda, filing, taking and making telephone calls, sending and retrieving emails, maintain diaries, scheduling of appointments

## Education

Educational period	<b>nuo 2016.01 iki 2017.06</b>
Degree	Diploma
Educational institution	West Coast College
Educational qualification	National Diploma- Management assistant
I could work	At school, private and public companies, clinics

### Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiXhosa	good	good	good
Sesotho	very good	very good	very good

### Recommendations

Contact person	T.E Titipana
Occupation	The headmaster
Company	Khanyolwethu SSS
Telephone number	0218451100

### Additional information

Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	3000 R per month