



Palesa Sefoloko

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for an administrative clerk or receptionist the reason why I choose these two it because iam a person with integrity I love working with people and iam a very patient person who can work under pressure and work very well.

Preferred work location Eastern Cape

Contacts and general information about me

Day of birth 1994-03-26 (30 years old)

Gender Female

Residential location Eastern Cape

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 2018.06 iki 2019.01**

Company name Rhino cash and carry

You were working at: Other jobs

Occupation Iwas a packety

What you did at this job position? Iwas a packer and decided to stop on January this year so I could carry on with my studiy

Education

Educational period **nuo 2019.01 iki 2019.12**

Degree Some Schooling

Educational institution Silulo ulutho Technologies

Educational qualification Computer literacy and office administration

I could work As a receptionist or a clerk

Languages

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

Computer knowledge

Environmental and safety issues in a computer environment

Word processor to format documents

Word processor to create merged columns

Application to prepare and produce presentation

Additional information

Your hobbies	Reading Cooking and sport
Salary you wish	6500 R per month