



# 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