



# Dumisani Joseph Letlaila Letlaila

Curriculum Vitae (CV)

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

I am an ambitious person willing to learn new thing.As I have gained knowledge at Ntsilo Marketing and Redistribution as a personnel assistance and marketing office administrative.I always find way to better myself and standard in the work place.With the past and the present I need precognition to skills I have accumulated during my early time of employment.The need to find myself in an office environment again.

Preferred occupation	Bookkeeper Administrative jobs
Preferred work location	East Rand Gauteng

## Contacts and general information about me

Day of birth	1985-01-24 (39 years old)
Gender	Male
Residential location	Johannesburg Gauteng
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 2004.02 iki 2007.03</b>
Company name	Ntsilo Marketing and Redistribution
You were working at:	Personal assistant
Occupation	Telephone,Documents,Ms Word,Ms Excel,Cash Books and Petty Cash,Financial Statement.
What you did at this job position?	Office Administration
Working period	<b>nuo 2007.04 iki 2007.10</b>
Company name	SHOPRITE
You were working at:	Shop assistants
Occupation	Shelf Packing,Receiving,
What you did at this job position?	Packing and facing stock housekeeping my ail

Working period **nuo 2009.03 iki 2019.05**  
 Company name Independent Electoral Commission  
 You were working at: Supervisor  
 Occupation Voter's Roll Officer and Presiding Officer  
 What you did at this job position? Supervising Staff ,maintaining Voting station and Register Roll.

Working period **nuo 2010.08 iki 2018.04**  
 Company name Tranfrig Morney Trading  
 You were working at: Engineers  
 Occupation Steel cutting,grinding assembling  
 What you did at this job position? Workshop Assistance and assembler.

### Education

Educational period **nuo 2004.02 iki 2006.12**  
 Degree Grade 12 / Matric  
 Educational institution Buhlebuzile Secondary School(Thokoza)  
 Educational qualification Matric  
 I could work Part-Time at Ntsilo Marketing at Marketing and Redistribution

Educational period **nuo 2007.02 iki 2008.11**  
 Degree Diploma  
 Educational institution Boston Business College (Germiston)  
 Educational qualification Assistance Administrative/Bookkeeper  
 I could work Shoprite Lesedi (Vosloorus),Shelf Packer

Educational period **nuo 2017.02 iki 2017.04**  
 Degree Some Schooling  
 Educational institution Steltemborsh University  
 Educational qualification Strategic Project Manager  
 I could work Transfrig Morney Trading

Educational period **nuo 2019.04 iki 2019.12**  
 Degree Degree  
 Educational institution Unicaf Zambia  
 Educational qualification Studying now  
 I could work Unemployed,looking for work

### Languages

Language	Speaking level	Understanding level	Writing level
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Sesotho

fluent

very good

fluent

### Computer knowledge

Intro to Windows, Ms Word and Excel, Keyboarding, Ms Pastel 2005, Html

### Conferences, seminars

Petoria Mister Trading Company

### Recommendations

Contact person	Frank
Occupation	Saleman
Company	Rasselles
Telephone number	0824223291
Email address	frankkubu@yahoo.com

### Additional information

Your hobbies	Soccer Reading Watching television
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	8673 R per month