



# Lydia Nkenge Luvengomoka

Curriculum Vitae (CV)

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

Possess a diploma with a 7 years experience in administration

Excellent organizational skills

Time management skills

Excellent knowledge of Microsoft office suite

Multitasking

Adaptability and flexibility

Bookkeeping skills

Interpersonal and communication skills

Detail-orientated

Preferred occupation                      Administrators  
   Administrative jobs

Preferred work location                      Gauteng

## Contacts and general information about me

Day of birth                                      1980-04-09 (44 years old)

Gender    Female

Residential location                          Johannesburg  
   Gauteng

Telephone number                              *Information is available only for registered users.*  
   [Sign in](#)

Email address                                      *Information is available only for registered users.*  
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## Work experience

Working period                                      **nuo 2012.02 iki dabar**

Company name                                      Mughwena Trading Projects

You were working at:                              Administrators

## Education

Educational period	<b>nuo 2017.05 iki 2019.06</b>
Degree	Diploma
Educational institution	Institute of certified bookkeepers
Educational qualification	Diploma NFQ6

#### Languages

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

#### Computer knowledge

Microsoft word  
Excel spreadsheet  
Outlook  
PowerPoint  
Access  
Internet usage

#### Additional information

Driver licenses	None
Salary you wish	14000 R per month
How much do you earn now	10000 R per month