



Kgalalelo Lovedalia Setlhodi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for the job position of administrative assistant because I have experience and qualifications for the position.

I'm eager to learn some new skills, competent and follow your instructions.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Kuruman Northern Cape

Contacts and general information about me

Day of birth	1979-09-12 (44 years old)
Gender	Female
Residential location	Kuruman Northern Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2009.05 iki 2010.11
Company name	Department of education
You were working at:	Computer operator
Occupation	Intern
What you did at this job position?	Administrative assistant

Education

Degree	Diploma
Educational institution	Taletso GET College
Educational qualification	Diploma in human resources management
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
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English

very good

very good

very good

Computer knowledge

MS Word

Excel

Powerpoint

Additional information

Your hobbies

Going to church
Playing netball

Driver licenses

C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from

2008-08-00 (16 years)

Salary you wish

12 000 R per month

How much do you earn now

Na R per month