



# 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 (45 years old)
Gender	Female
Residential location	Kuruman Northern Cape
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 2009.05 iki 2010.11</b>
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
----------	----------------	---------------------	---------------

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