



Lerato Nancy Mokwena

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'M A MOTIVATED STUDENT WITH PASSION..... AM LOOKING FORWARD FOR THIS JOB SO THAT I CAN EXPLORE MY SKILLS AND TALENT...ALSO I WANT TO HELP AT HOME.

Preferred occupation	Receptionist Administrative jobs
	Car drivers Driver jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1998-06-20 (26 years old)
Gender	Male
Residential location	East Rand Gauteng
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 2018.01 iki 2020.02
Company name	Perfer enterpriSES AND PROJECT
You were working at:	Computer operator
Occupation	CLERK
What you did at this job position?	EMAILING, PRINTING AND SCANNING
Working period	nuo 2017.12 iki 2018.01
Company name	TONNI'S INN RESTUARANT
You were working at:	Restaurant managers
Occupation	WAITER
What you did at this job position?	SERVING CUSTOMERS

Education

Educational period	nuo 2018.03 iki 2019.09
Degree	Certificate
Educational institution	DE COMPU SCHOOL
Educational qualification	CERTIFICATE
I could work	AS OFFICE ADMIN

Languages

Language	Speaking level	Understanding level	Writing level
Sepedi	fluent	fluent	good

Computer knowledge

TYPING EMAILING SCANNING FAXING....ADMINISTRATION ..WINDOWS..EXCEL& MICROSOFT WORD

Recommendations

Contact person	MR TONNY
Occupation	BOSS
Company	PERFEM INTERPRISE PRINTING
Telephone number	074 212 6066
Email address	perfem274@gmail.com

Additional information

Your hobbies	being busy with computer typing printing emailing....reading and singing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-01-00 (6 years)
Salary you wish	15000 R per month
How much do you earn now	1000 R per month