



Setswakae Rosinah Setshedi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I prefer data capture because i have computer certificate. I currently work as a typist at GN Computers, that is why i am interested in data capture. I am very fast in typing and i also can do emails.

Preferred occupation	Data capturers Administrative jobs
	Filing clerk Administrative jobs
	Recruitment professional Management, human resources jobs
Preferred work location	Lephalale / Ellisras Limpopo

Contacts and general information about me

Day of birth	1982-09-30 (42 years old)
Gender	Female
Residential location	Mokopane / Potgietersrus Limpopo
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 2020.05
Company name	GN Computers
You were working at:	Computer operator
Occupation	Typist
What you did at this job position?	Typing cv's, letters, designing quotations and invoices, making copies end sending the emails.

Education

Educational period	nuo 2001.01 iki 2000.12
Degree	Certificate
Educational institution	Seshego Technical College
Educational qualification	N5 Human Resources Management
I could work	Office work, Receptionist and Filling

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	fluent
Sepedi	fluent	fluent	fluent
Afrikaans	good	good	good

Computer knowledge

Microsoft Office, Microsoft Excel and Internet

Recommendations

Contact person	Juanita Olivier
Occupation	Manager
Company	GN Computers
Telephone number	015 491 2502
Email address	gncomp@mokopane.za.net

Additional information

Your hobbies	Typing, Reading and listening to music.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-02-00 (7 years)
Salary you wish	10 000.00 R per month
How much do you earn now	2 600.00 R per month