

Lerato Makhubela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

As a cleaner because am very passionate and a hard working person and very committed. I see myself as a best candidate for this job because I have a good communication skills and understanding meaning I can read, write and speak in english fluent. They say cleaniness is next to godliness, I love myself and I can make the place clean to look presentable.

Preferred occupation Generals

General jobs

Preferred work location Gauteng

Contacts and general information about me

Day of birth 1988-08-10 (36 years old)

Gender Female

Residential location Pretoria / Tshwane

Gauteng

Telephone number Information is available only for registered users.

Sign in

Email address Information is available only for registered users.

Sign in

Work experience

Working period **nuo 2016.01 iki 2017.12**

Company name Rivoningo primary school

You were working at: Personal assistant

Occupation Internship

What you did at this job position? Filing, typing letters, tests, memo, answering calls, petty cash,

stock stationery, registering learners, organizing and planning

meetings

Education

Educational period **nuo 2013.01 iki 2015.12**

Degree Grade 12 / Matric

Educational institution Tshwane south college

Educational qualification Office Administration

I could work File, typing, administrative skills

Languages			
Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sesotho	fluent	fluent	fluent

Computer knowledge

Ms, word, excel, power point, Access, internet, emails

Conferences, seminars

I attended a computer course at harambee in Pretoria on the 24 July 2019 and I passed the course and I have received certificates for four modules.

Recommendations

Contact person Mrs Maluleke

Occupation Deputy principal

Company Rivoningo primary school

Telephone number 0127312011

Email address rivoningoprimary@gmail.com

Additional information

Your hobbies Sport, read, cooking

Driver licenses None

Salary you wish R3000 R per month How much do you earn now R0.00 R per month