

# Johannah Mohlomeledi Phetla

Curriculum Vitae (CV)

### What job i'm looking for? My positive points

At present I am an Operations Administrator at Small Enterprise Development Agency(SEDA) in Sekhukhune branch based in Groblersdal since November 2011.

I am computer literate, have valid code C1(10) driver's license, I have a good understanding and I adjust very quickly to company's policies and procedure, and its code of conduct.

I have a telephonic communication skill, Customer care, Procurement skill, filling skill, data capturing skill, ability to work under high pressure, forward planner, resourceful, self-motivated, honest and Planning skills

With the knowledge and experience acquired as Operations Administrator, I'm certain that I'll be a great asset to the Company.

Preferred occupation

Operations Clerk Administrative jobs

Data capturers Administrative jobs

Preferred work location

**Steelpoort** Limpopo

#### Contacts and general information about me

Day of birth	1981-12-16 (43 years old)
Gender	Female
Residential location	Other Limpopo Limpopo
Telephone number	Information is available only for registered users. <mark>Sign in</mark>
Email address	Information is available only for registered users. <mark>Sign in</mark>
Work experience	

nuo 2013.11 iki 2020.05		
Small enterprise development agency		
Operations Clerk		
Operations administrator		
Provide data capturing services,Coordinate the financial administration activities,Provide administrative support,Coordinate the asset management activities at Branch level including management of pool vehicle rt,		
nuo 2007.10 iki 2009.11		
Fashion world		

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# Education

Occupation

Working period

Company name

Occupation

Working period

Company name

You were working at:

You were working at:

What you did at this job position?

nuo 2005.02 iki dabar
Diploma
Sekhukhune fet college
Diploma in cumputer applications
anytime

Cashiers Cashier

What you did at this job position? Cashier and customer care

## Languages

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

### Computer knowledge

Ms word

Ms Excel

Ms Access

Ms Office

Ms Office

Ms Power Point

Ms Outlook

Internet

### **Conferences**, seminars

File planning

First Aid level 2

Recommendations	
Contact person	Sabelo Ntshangase
Occupation	Branch Manager
Company	Small enterprise development Agency
Telephone number	013 262 9430
Email address	sntshangase@seda.org.za
Additional information	
Your hobbies	Music
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2010-10-00 (14 years)
Salary you wish	12000 R per month

How much do you earn now 13000 R per month