



Lerato Motshegwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Office Administrator

I hereby wish to apply for the above mentioned position. I believe my knowledge, qualifications, strengths and skills makes me a perfect fit for this position.

I am a well-organized, strategic and motivated hard working individual who copes well under pressure and willing to go an extra mile in all I do. I am motivated, self disciplined and goal oriented. I also attend to matters as soon as possible to strive for perfection.

I am currently unemployed. I hold qualifications in Office Administration and Business Management. I have experience in handling of confidential information, organizing, compiling reports and filing, planning, good written and verbal communication skills. I have above average computer skill and also have an understanding of Microsoft excel, Microsoft PowerPoint, Microsoft access and Microsoft word.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1997-08-09 (26 years old)
Gender	Female
Residential location	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

Additional information

Salary you wish	7000-10000 R per month
-----------------	------------------------