



# Lebogang Daphney Mathuloe

Curriculum Vitae (CV)

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

I'm looking for the opportunity which will increase my skills and experience which position will give me chance to show my ability and enhance my skills in the company and excel with my job that I've been hired for. I've done Financial management diploma and completed it and I have computer skills that I can use to excel in the position that I'll be hired for. I am hardworker, confident and can work under pressure.

Preferred occupation	Finance officer Finance jobs
	Other jobs Other jobs
	Debtors clerk Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2016.01 iki 2020.08</b>
Company name	Lancet laboratory
You were working at:	Receptionist
Occupation	Administration clerk
What you did at this job position?	Answer the phones and transfer to the relevant person. Helping patients with their queries and direct them to the relevant department.

## Education

Educational period	<b>nuo 2005.01 iki 2012.06</b>
Degree	Diploma
Educational institution	Taletso FET College
Educational qualification	Financial management
I could work	Underpressure with calculations and get the correct answers.

### Languages

Language	Speaking level	Understanding level	Writing level
Setswana	very good	very good	very good

### Computer knowledge

I have computer skills with pastel and know Microsoft Word, office, outlook. I can type and do everything in the computer.

### Conferences, seminars

None

### Recommendations

Contact person	Zandile Sephoto
Occupation	Manager
Company	Lancet laboratory
Telephone number	0183810640
Email address	zandile.sephoto@lancet.co.za

### Additional information

Your hobbies	Singing, reading and punctual towards my job
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2011-02-00 (13 years)
Salary you wish	15000 R per month
How much do you earn now	9000 R per month