



# Lindelwa Molosu

Curriculum Vitae (CV)

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

I am Human Resources Management graduate with more than 5 years working experience as an administrator, i have worked for Lewis Head as an admin assistant, was also an admin intern at Social Development and currently working for clicks Retailers,based at Head Office in the training department.

my duties are more of a customer service as am dealing with all clicks employees, and coordinating training arrangements,travelling,catering,venue booking, reporting, preparations for BBBEE and ATR/WSP submissions.

i have learned more of working under pressure,meeting deadlines,professional communication skills at all levels and customer services etiquette. i have been for the company for more 4 years, now feel that need a change and growth as well as change of an environment.i believe that am fit to work in any position and my skills would useful.

I HAVE ms Office package skills ( Excel,WOrd,Power Point)

SAP Knowledge

Preferred occupation Administrators  
Administrative jobs

Preferred work location Cape Town  
Western Cape

## Contacts and general information about me

Day of birth 1986-10-11 (38 years old)

Gender Female

Residential location Cape Town  
Western Cape

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 2017.02 iki dabar**  
Company name Clicks Head Office  
You were working at: Filing clerk  
Occupation administrator  
What you did at this job position? Training coordination

### Languages

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

### Computer knowledge

EXCEL  
WORD  
POWER POINT

### Conferences, seminars

ON REQUEST

### Recommendations

Contact person Nomvuzo Mvubu  
Occupation Investigative officer  
Company IPID  
Telephone number 0786303210

### Additional information

Your hobbies playing softball  
LISTENING TO MUSIC  
Driver licenses None  
Salary you wish 12000 R per month  
How much do you earn now 11000 R per month