



Rethabile Precious Maphisa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have worked as an administrator, I did paper work for the company and reception work. Took parents through the requirements of the child to enroll, everything they needed to know and captured the data of the company at Kmaths institute.

I have worked as an assistant manager, the manager wasn't around 70% of the time and I had to fill in. I am very good working with people and as a team leader as well. I easily adjust and very much accept a challenge as I take it as an opportunity to learn and grow in a new field. I have lot of energy and and strength, used to promote new products at aldo and we forever relocated each weekends. A new environment is not a challenge for me as I am a very focused person and get the work done whenever it ma be due.

I would very much appreciate being given an opportunity to contribute in uplifting the company's name.

Preferred occupation	Generals General jobs
Preferred work location	Witbank Mpumalanga

Contacts and general information about me

Day of birth	1996-06-24 (28 years old)
Gender	Female
Residential location	Sedibeng 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

Work experience

Working period	nuo 2015.01 iki 2016.11
Company name	Koala Maths Institute
You were working at:	Administrators
Occupation	Receptionist-Administrator
What you did at this job position?	Admin-Data capturing

Working period **nuo 2017.09 iki 2020.04**
 Company name Dalu-Nwabo
 You were working at: Restaurant managers
 Occupation Assistant manager
 What you did at this job position? Ensured all customers are happy with goods and services.
 Trained new staff and ensured we had everything in stock.

Education

Educational period **nuo 2014.01 iki 2014.12**
 Degree Grade 12 / Matric
 Educational institution Residencia Secondary School
 Educational qualification Matric
 I could work Anywhere they require Grade12

Educational period **nuo 2018.01 iki 2019.06**
 Degree Certificate
 Educational institution UNISA
 Educational qualification Higher Certificate in Law
 I could work Only where I qualify

Languages

Language	Speaking level	Understanding level	Writing level
Sesotho	fluent	fluent	very good
English	very good	fluent	fluent
isiXhosa	good	very good	basic

Computer knowledge

Microsoft Office:
 Ms Word
 Ms Excel
 Ms PowerPoint

Conferences, seminars

2015

Fire and EMS Training Centre
Elementary First Aid Course for
2015

Paballo and Lefa Pheto
Recommendations

Baduc Administration and Business Management
Contact person T Koela

2013
Occupation Founder and manager

Company Koela Maths institute

Fire and Rescue Training Centre
Telephone number 0738677785

Elementary Fire Fighting Course
Email address thabo.koela@yahoo.com

Contact person Audrey

Occupation Vaal Manager

Company Aldo

Telephone number 067 335 4470

Contact person S Serake

Occupation Owner

Company Dalu-Nwabo

Telephone number 073 196 4378

Email address serameserake@gmail.com

Additional information

Your hobbies Reading novels and playing hockey

Driver licenses None

Salary you wish R6000 R per month

How much do you earn now R4500 R per month