



Gloria Mpho Mohale

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Office administrator

I have experience in office and payroll administration, in sales and call centre.

I am hardworking.

I am self-motivated.

I am a people's person.

I am friendly.

I am loyal.

I am able to work under pressure and I can follow instructions.

I am a team player, I work well in a team.

I am goal driven.

I believe in opportunities and changes to prove myself.

I am a professional.

I am neat and organised.

Preferred occupation

Administrators
Administrative jobs

Salesperson
Sales jobs

Preferred work location

Johannesburg
Gauteng

Contacts and general information about me

Day of birth

1991-12-21 (32 years old)

Gender

Female

Residential location

Sedibeng
Gauteng

Telephone number

Information is available only for registered users.
[Sign in](#)

Email address

Information is available only for registered users.
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Work experience

Working period **nuo 2018.04 iki 2020.03**
 Company name Real tree
 You were working at: Steel manufacturer
 Occupation Payroll administrator
 What you did at this job position? Book and verify site employees's working hours and book their leave days and overtime. Order PPE (personal protective equipment) and make sure all site employees including office employees have their necessary PPE, monitoring PPE. Filling, booking employees for their yearly medical and their training courses. Set up meeting and sit in meetings, take minutes in meetings. Order stationary and refreshments.

Working period **nuo 2015.03 iki 2015.06**
 Company name Direct channel
 You were working at: Call Centre agent
 Occupation Insurance broker
 What you did at this job position? Sold insurance.

Working period **nuo 2014.03 iki 2015.03**
 Company name Game stores
 You were working at: Cashiers
 Occupation Cashier
 What you did at this job position? Assist customers with their purchases, ring customers goods, cash up and switchboard operator.

Education

Educational period **nuo 2011.01 iki 2011.11**
 Degree Grade 12 / Matric
 Educational institution Rust-Ter-Vaal Combined School
 Educational qualification Matric
 I could work Yes

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English | very good | very good | very good |
| Afrikaans | good | good | good |
| Sesotho | good | good | good |

Computer knowledge

I am computer literate but self taught. I know Microsoft word, a bit of excel and power point. I know outlook and to search things on the internet. I can type 100 words in a minute.

Additional information

Driver licenses

None

Salary you wish

10000 R per month