



# Virginia Mosiapo

Curriculum Vitae (CV)

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

- Customer service
- Office assistance
- Basic office administration
- Book keeping
- Team work
- Leadership Skills

Preferred occupation                      Receptionist  
Administrative jobs

Preferred work location                      Mahikeng / Mafikeng  
North West

## Contacts and general information about me

Day of birth                                      1989-09-01 (34 years old)

Gender    Female

Residential location                              Lichtenburg  
North West

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 2016.10 iki 2018.11**

Company name                                      Decor house

You were working at:                                      Shop assistants

Occupation    Personal Assistant

What you did at this job position?                      • Customer service • Office assistance • Basic office administration • Book keeping • Daily collection of mail • Managing the business

Working period **nuo 2018.12 iki 2020.07**  
 Company name Coastal Hire  
 You were working at: Sales administrator  
 Occupation Front Desk Assistant  
 What you did at this job position? • Customer service • Office assistance • Basic office administration • Book keeping • Daily collection of mail •

**Education**

Educational period **nuo 2003.01 iki 2007.12**  
 Degree Grade 12 / Matric  
 Educational institution Itshupeng Secondary school  
 Educational qualification Matric certificate  
 I could work Yes

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	good	basic	do not know
Setswana	fluent	fluent	fluent

**Computer knowledge**

Computer literate

**Recommendations**

Contact person M.E Nyelenda  
 Occupation Owner  
 Company Decor House  
 Telephone number 0839775079

Contact person P.O Molebatsi  
 Occupation Managing Director  
 Company Coastal Hire  
 Telephone number 0727451581

**Additional information**

Your hobbies Reading, Writing, Listening to music, watching Movies, Singing, Cooking and Baking  
 Driver licenses None  
 Salary you wish R4000 R per month  
 How much do you earn now R0.00 R per month