

Virginia Mosiapoa

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 (35 years old)

Gender Female

Residential location Lichtenburg

North West

Telephone number Information is available only for registered users.

Sign in

Sign in

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 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