



# Charlotte Thembeka Mokoena

Curriculum Vitae (CV)

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

I am looking for a job as a cashier, I have 3 years working experience as a customer service assistance. I am a very fast learner and I have also have computer skill, Microsoft Word, Excel and Powerpoint.

Preferred occupation: Administrators  
Administrative jobs

## Contacts and general information about me

Day of birth: 1992-12-26 (31 years old)  
Gender: Female  
Residential location: Hazyview  
Mpumalanga  
Email address: *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period: **nuo 2018.02 iki 2021.03**  
Company name: Roots Butchery wholesale and Retailers (Dayizenza)  
You were working at: Cashiers  
Occupation: Customer assistance  
What you did at this job position? I was helping customers to pay their goods and services and also helped as a cleaner/merchandise

## Education

Educational period: **nuo 2008.01 iki 2013.12**  
Degree: Grade 12 / Matric  
Educational institution: Bhekiswako High School  
Educational qualification: Matric  
I could work: As a clerk and administrator

Educational period	<b>nuo 2015.07 iki 2017.11</b>
Degree	Certificate
Educational institution	Nkangala Tvet college
Educational qualification	Human Resources Management N6
I could work	HR Administrator, Human resources Management assistant and Clerk administrator

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
SiSwati	fluent	fluent	fluent
Sesotho	good	good	do not know

### Computer knowledge

Microsoft word, Excell and powerpoint., Microsoft Access

### Additional information

Your hobbies	I like to write Reading Exercising
Driver licenses	None
Salary you wish	R3500-R5000 R per month
How much do you earn now	R4000.00 R per month