



# Koketso Mapuma

Curriculum Vitae (CV)

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

Cleaning,general and child care services

.I am passionate about my work

.I am ambitious and driven

.I am results -oriented

.Natural leader

.I am highly organized

Preferred occupation                      Waiters, waitresses  
Restaurant, bar service jobs

Preferred work location                      Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth                                      1995-09-24 (28 years old)

Gender    Female

Residential location                              Johannesburg  
Gauteng

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

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

## Work experience

Working period                                      **nuo 2018.01 iki 2020.09**

Company name                                      AMA TRAINING CENTER

You were working at:                              Receptionists

Occupation    data capture

What you did at this job position?              Gathering invoices,statement,reports,personal details and document

Working period **nuo 2016.01 iki 2017.12**  
 Company name Dimatsego finance  
 You were working at: Generals  
 Occupation cleaner  
 What you did at this job position? dust ,clean,arrange files and mopping

Working period **nuo 2010.01 iki 2012.08**  
 Company name micasa mash corner  
 You were working at: Waiters, waitresses  
 Occupation manager  
 What you did at this job position? opening checklist,set an agenda for the staff meeting,pay bills,answer emails,respond reviews and social media posts ,review menu items and explain daily specials to staff

Working period **nuo 2021.04 iki 2021.08**  
 Company name Global village guest house  
 You were working at: Receptionist  
 Occupation front desk clerks  
 What you did at this job position? Greet guest and check them into hotels and lodging facilities,give them room and keys,paperwork,make the bed,prepare breakfast

<b>Languages</b>			
<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent

- Computer knowledge**
- .Microsoft word skills
  - .Microsoft excel skills
  - .English and Hindi typing with 40+ wpm in English and 30+ wpm in Hindi
  - .Microsoft power point skills

**Additional information**

Your hobbies	.Reading .travelling .stone skipping .television
Driver licenses	None
Salary you wish	R6500 R per month
How much do you earn now	R3000 R per month