



Elsie Mmapula Modise

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for any general job in the hospital industry that I can learn from I worked retail for 10 years now so I wanna grow as a person learn different industries. I have five years experience in Waitressing serving customers and rendering good service to them and also have one year experience in warehouse it was a learnership picking stock, dispatch, receiving and double checking stock. I'm currently working in the spar group as office assistant for four years creating staff files and filling, taking minutes of the meeting, organizing interviews and part of the panel, trying and scanning documents, copies, assistant in the hearings, daily staff investigations, assisting front end supervisors with voids, abortions, returns and exchanges and doing pickups and also assisting in other departments when needed.

I'm a hard working person with good communication skills and I can work with a team very well, I am puntual and passionate about my job, I can also work under pressure and overtime

Preferred occupation

Generals

General jobs

Filing clerk

Administrative jobs

Customer care agent

Administrative jobs

Receptionist

Administrative jobs

Preferred work location

Mabopane

North West

Other Mpumalanga

Mpumalanga

Pretoria / Tshwane

Gauteng

Bela-Bela / Warmbad

Limpopo

Contacts and general information about me

Day of birth

1989-07-11 (35 years old)

Gender

Female

Residential location

Pretoria / Tshwane

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 2013.01 iki 2018.03**

Company name Wiesenhof coffee shop

You were working at: Waiters, waitresses

Occupation Runner

What you did at this job position? Serving customers and cashier

Working period **nuo 2011.03 iki 2012.03**

Company name GP retail

You were working at: Generals

Occupation Warehouse and retail level 4

What you did at this job position? Picking stock, dispatch, receiving and double checking stock

Working period **nuo 2018.07 iki 2022.05**

Company name Renbro super spar

You were working at: Shop assistants

Occupation Office assistant

What you did at this job position? Scanning, filling, typing, copies, taking minutes of board meetings, interviews, creating employees files, assisting with front end supervisors

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | very good | very good | very good |
| Setswana | very good | very good | very good |
| Sepedi | good | good | good |

Computer knowledge

Communication tools

Microsoft excel

Speadsheet

Conferences, seminars

I'm a good organizer with team meetings or clients meeting in the company I also able to take minutes of the meeting also can interpret if nesssesary.

Recommendations

| | |
|------------------|-------------------|
| Contact person | Tebogo Tshabalala |
| Occupation | HR |
| Company | Renbro super spar |
| Telephone number | 0823404915 |

| | |
|------------------|-------------------|
| Contact person | Lebogang Bila |
| Occupation | Manager |
| Company | Nedbank |
| Telephone number | 078460 1421 |
| Email address | Lebomod@yahoo.com |

Additional information

| | |
|--------------------------|--|
| Your hobbies | Reading Listerning to music Baking and cooking |
| Driver licenses | None |
| Salary you wish | 6500 R per month |
| How much do you earn now | 7200 R per month |