

# Maria Moselaphala

Curriculum Vitae (CV)

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

Administration, Clerk, Mining underground

Typing, filling, word, PowerPoint, Excel, Access, email, copies, admin work

Mining- multi skills,- stope team leader, Machanical loader, winch, explosives, health and safety

Secretary- Communication, meeting minutes writing

Preferred occupation Mining jobs

Preferred work location Mahikeng / Mafikeng

North West

Secunda Mpumalanga

Rustenburg North West

Potchefstroom North West

Kroonstad Free State

## Contacts and general information about me

Day of birth 1987-11-16 (37 years old)

Gender Female

Residential location Klerksdorp

North West

Telephone number Information is available only for registered users.

Sian in

Email address Information is available only for registered users.

Sign in

# **Work experience**

Working period **nuo 2016.10 iki 2017.12** 

Company name Studio 88

You were working at: Sales consultant

Occupation Retail

What you did at this job position? Stalk taking, cashier, cleaning, saleslasy

Working period **nuo 2009.09 iki 2009.12** 

Company name Jouberton computer centre

You were working at: Computer operator

Occupation Trainer, teaching

What you did at this job position? Teaching learners, window operations, word, PowerPoint

presentation, Excel, Access

Working period nuo 2019.09 iki 2020.09

Company name Candy's Traíding Academy

You were working at: Learnership

Occupation ECD practitioner ( ECD)

What you did at this job position? Children development, cleaning, educational background,

hygiene, activities, office, communication

Working period nuo 2020.12 iki 2021.04

Company name Department of Education

You were working at: Administrators

Occupation Assistant Teacher

What you did at this job position? Filling, office work, typing, printing, copies, Reading, coaching,

#### **Education**

Educational period **nuo 2003.01 iki 2007.12** 

Degree Grade 12 / Matric

Educational institution Chris -hani Secondary school

Educational qualification Matric

I could work Yes

Educational period **nuo 2009.01 iki 2009.09** 

Degree Certificate

Educational institution Jouberton computer centre

Educational qualification Microsoft unlimited

I could work Yes

Educational period **nuo 2011.09 iki 2013.12** 

Educational institution Anglo Gold Ashanti mine

Educational qualification National certificate in mining level 2

I could work Yes

Educational period **nuo 2019.09 iki 2020.09** 

Degree Certificate

Educational institution Candy's Trading Academy

Educational qualification Early Childhood development (ECD) level 4

I could work Yes

Languages

Language Speaking level Understanding level Writing level

English fluent fluent fluent

Setswana very good very good very good

# Computer knowledge

Word

PowerPoint

Access

Excel

**Email** 

**Typing** 

Copy, cut and paste

# Recommendations

Contact person Mrs Lerato Makoa
Occupation Human Resources

Company Anglo Gold Ashanti mine 018

Telephone number 018 700 2277

Contact person Mr Ketshabile M

Occupation HOD Are-Fadimeheng Secondary school

Company Department of Education

Telephone number 079 305 9677

Contact person Ms Kedibone Hendriks

Occupation ECD Assessor

Company Candy's Trading Academy

Telephone number 074 484 0599

#### **Additional information**

Your hobbies I have my attachments

Matric certificate Computer certificate National certificate of Mining level 2 Reading skills

Communication skills

Drivers licence code 10, and driving skill

Passport

C1 Heavy Vehicle 3,500kg - 16,000kg **Driver licenses** 

2020-01-00 (4 years) Driver license from