



# 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 (36 years old)
Gender	Female
Residential location	Klerksdorp North West
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2016.10 iki 2017.12</b>
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 Trading 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

Driver licenses

Driver license from

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

2020-01-00 (4 years)