



Malerato Matabane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm open to new challenges, I listen attentively. I am a hard working person and I take pride in doing my job. I am matriculated and have done a computer literacy course.

I'm looking for a general work., reception or office cleaning job.

Preferred occupation	Generals General jobs
Preferred work location	Johannesburg Gauteng
	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1977-01-21 (47 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2013.08 iki 2016.02
Company name	Bidair services
You were working at:	Generals
Occupation	Customer service agent
What you did at this job position?	Assisting passengers to and from the flights. Helping those who can't walk long distance with wheelchairs. Accompanying first time flyers and young passengers to board the flights.

Working period **nuo 2004.11 iki 2008.06**
 Company name Spur restaurant
 You were working at: Waiters, waitresses
 Occupation Waitres
 What you did at this job position? Taking orders placing orders and serving customers with food and beverages

Working period **nuo 2016.06 iki 2017.07**
 Company name DBSCHENKER
 You were working at: Pickers, packers
 Occupation Picking orders and assisting with stock taking
 What you did at this job position? Warehouse assistance

Working period **nuo 2017.11 iki dabar**
 Company name Africlean
 You were working at: Cleaners
 Occupation General worker
 What you did at this job position? Cleaning offices and checking cleaning materials and placing orders if they finished

Education

Educational period **nuo 1996.01 iki 1996.11**
 Degree Grade 12 / Matric
 Educational institution Gaetshe High school
 Educational qualification Matric certificate

Educational period **nuo 2016.05 iki 2016.11**
 Degree Certificate
 Educational institution Richfield educational institution
 Educational qualification Euc certificate (computer literacy)

Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	fluent

Computer knowledge

MS Access

MS PowerPoint

Ms word
Recommendations

Introduction to PC Contact person	Eugene Van Mondellorf
Ms Excel Occupation	Manager
MS Outlook Company	Africlean
Telephone number	0729978297

Additional information

Your hobbies	Reading and watching TV
Salary you wish	5000 R per month
How much do you earn now	5600 R per month