



Pontsho Mafa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a Safety Officer position as I obtained my National Diploma certificate in Safety Management last year, General worker or a chance to be part of any company through volunteering. With the background of ICT, am excellent with word, powerpoint and excel. Able to fit in, in every field or work given. Good with managing time and deadlines, Able to generate ideas that will lead to the company's missions and set goals. A strong passion in creating a healthy working environment.

Preferred occupation	Generals General jobs
Preferred work location	Gauteng

Contacts and general information about me

Day of birth	1996-11-21 (28 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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 2020.11 iki 2021.08
Company name	Makoanyane Funeral Service
You were working at:	Insurance administrator
Occupation	Admin clerk
What you did at this job position?	Register new members, draft and design programmes, plan marketing strategies, capture payments, update members information. Assist during burials.

Working period **nuo 2022.02 iki 2022.08**
 Company name Lehutso Public School
 You were working at: Teachers
 Occupation Educator Assistant
 What you did at this job position? Typing of question papers and teachers documents.cleaning the classroom.provide clarity to learners.Assist with marking and entering of marks.making copies and print outs.handling the teachers schedule and parents meeting

Education

Educational period **nuo 2018.02 iki 2020.11**
 Degree Diploma
 Educational institution Vaal University of Technology
 Educational qualification National Diploma in Safety Management
 I could work As a Safety officer,a general worker and be able to volunteer without any hesitation at any company.work in any field that can be placed in as adapt easily and always eager to learn.

Languages

Language	Speaking level	Understanding level	Writing level
Sesotho	fluent	fluent	fluent
English	fluent	fluent	fluent
isiZulu	basic	very good	basic

Computer knowledge

Knowledge of Word,Good with PowerPoint Presentation,Good with excel.

Recommendations

Contact person Mr Mofokeng
 Occupation Schools Principal
 Company Lehutso Public School
 Telephone number 0169736000

Additional information

Salary you wish 5000 R per month
 How much do you earn now 4080 R per month