



Reotshepile Innocentia Mapudi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have qualification in Administrative Management General as well as experience in administration work I excel at prioritizing tasks, collaborating with management, developing effective communication and organizational procedures. My skills in office organization, bookkeeping, general administration have greatly been developed and I am confident my additional strength that includes discretion and diplomacy enables me to maintain complete confidentiality of information at all times.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Kuruman Northern Cape
	Rustenburg North West

Contacts and general information about me

Gender	Female
Residential location	Kuruman Northern Cape
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 2022.01
Company name	Pep store
You were working at:	Shop assistants
Occupation	Cashier
What you did at this job position?	Serving customers by scanning items they purchased.

Education

Educational period	nuo 2022.01 iki 2022.11
Degree	Diploma
Educational institution	Tshwane University of Technology
Educational qualification	Administrative Management General
I could work	Administration

Languages

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

Computer knowledge

Microsoft Word
Microsoft excel
Microsoft PowerPoint
Microsoft Access
Office communication
Internet communication

Recommendations

Contact person	KI Molale
Occupation	Receptionist
Company	Department of Health
Telephone number	073 974 8025

Additional information

Your hobbies	Reading novels Watching movies Shopping
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2021-11-00 (2 years)
Salary you wish	12 000 R per month
How much do you earn now	3 000 R per month