



Boipelo Mafora

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for Administration job since I have more than a year experience on it. I can work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Preferred occupation

Administrators

Administrative jobs

Secretaries

Administrative jobs

Switchboard operator

Administrative jobs

Receptionist

Administrative jobs

Operations Clerk

Administrative jobs

Bookkeeper

Administrative jobs

Filing clerk

Administrative jobs

Data capturers

Administrative jobs

Preferred work location

Hartbeespoort

North West

Mabopane

North West

Mahikeng / Mafikeng

North West

Mogwase

North West

Rustenburg

North West

Contacts and general information about me

Day of birth

2000-02-06 (24 years old)

Gender

Female

Residential location Rustenburg
North West

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2018.11 iki 2019.10**

Company name The Aurum Institute

You were working at: Administrators

Occupation Admin Cleek

What you did at this job position? Answers calls,filling, booking appointments, welcoming cust6

Working period **nuo 2020.04 iki 2021.03**

Company name Department of Health

You were working at: Veterinarians

Occupation Community Health worker

What you did at this job position? Health talk, hosting Health campaigns

Education

Educational period **nuo 2017.01 iki 2017.12**

Degree Grade 12 / Matric

Educational institution President mangope tech high school

Educational qualification Matric

Languages

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

Computer knowledge

Excel

Microsoft

Conferences, seminars

Women Conferences

Church Conferences

Recommendations

Contact person	Ms T. Bhiya
Occupation	Supervisor
Company	The Aurum Institute
Telephone number	0767289329

Contact person	Mr F.O Matsunyane
Occupation	Manager
Company	Department of health
Telephone number	0834357907

Additional information

Your hobbies	Reading books Running
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-11-00 (3 years)
Salary you wish	7000 R per month
How much do you earn now	1500 R per month