



# 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.*  
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**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 (4 years)
Salary you wish	7000 R per month
How much do you earn now	1500 R per month