



# Jane Mawela

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

-I'm a fast learner and able to adapt quickly to new environments.

-I have Microsoft Excel, PowerPoint.

-I have a good work ethic

-I am very customer friendly

-I am a problem solver

Preferred occupation

Receptionists

Hotel jobs

Call Centre agent

Administrative jobs

Data capturers

Administrative jobs

Filing clerk

Administrative jobs

Personal assistant

Administrative jobs

Cashiers

Retail, store jobs

Front Desk Agent

Administrative jobs

## Contacts and general information about me

Day of birth

1996-10-25 (28 years old)

Gender

Female

Residential location

Pretoria / Tshwane  
Gauteng

Telephone number

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

Email address

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## Work experience

Working period **nuo 2018.12 iki 2020.08**  
 Company name Romans Pizza  
 You were working at: Shop assistants  
 Occupation Cashier  
 What you did at this job position? I would help customers place orders, daily schedule, finances of the till,

**Education**

Educational period **nuo 2012.01 iki 2015.12**  
 Degree Grade 12 / Matric  
 Educational institution Soshanguve Secondary School  
 Educational qualification Matric

Educational period **nuo 2022.02 iki 2023.06**  
 Degree Professional Qualification  
 Educational institution Avuxeni Computer Academy  
 Educational qualification Computer Studies

I could work As a data capturer, Filling clerk, Call center agent,cashier, office administrator,Personal assistant

**Languages**

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

**Computer knowledge**

I have computer knowledge.