



# Lerato Mashitoa

Curriculum Vitae (CV)

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

I have N3 National Certificate and N6 Certificate in Management Assistant.

I have 5 years experience in retail as a Multi skilled cashier and also 2 years experience as admin clerk.

I take pride in my work and eager to learn new things. I work well in a team and also individually. I am good in planning and always strive to complete duties given to me

Preferred occupation                      Retail, store jobs

Preferred work location                      Limpopo

## Contacts and general information about me

Gender    Female

Residential location                      Lebowakgomo  
Limpopo

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 2013.12 iki 2016.12**

Company name                                      Volpes

You were working at:                              Cashiers

Occupation    Multi skilled cashier

What you did at this job position?      Assisting customers, receiving and making calls and assisting at the till point

Working period                                      **nuo 2011.12 iki 2013.11**

Company name                                      Miladys

You were working at:                              Shop assistants

Occupation    Store Associate

What you did at this job position?      Merchandising of stock, assisting customers, faxing and filing and assisting at the till point

Working period **nuo 2006.06 iki 2008.06**  
 Company name Gauteng department of education  
 You were working at: Filing clerk  
 Occupation Admin Clerk  
 What you did at this job position? Answering and making calls, processing of claim and leave forms, filling and making copies and writing minutes in a meetind

**Education**

Educational period **nuo 2003.01 iki 2003.11**  
 Degree Certificate  
 Educational institution Capricorn tvet College  
 Educational qualification N3 National Certificate  
 I could work Yes

Educational period **nuo 2004.01 iki 2005.06**  
 Degree Certificate  
 Educational institution Tshwane North College  
 Educational qualification N6 Management Assistant  
 I could work Yes

**Languages**

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

**Computer knowledge**

I did computer practice and information processing

**Recommendations**

Contact person Mumsy Nxumayo  
 Occupation Store manager  
 Company Volpes  
 Telephone number 015 265 1288/ 076 846 1493

Contact person Mpho Hlatshwayo  
 Occupation Supervisor  
 Company Miladys  
 Telephone number 071 826 4025

**Additional information**

Your hobbies	Love reading, listening to music, baking and cooking
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2015-08-00 (9 years)
Salary you wish	R6000 R per month
How much do you earn now	R0.00 R per month