



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.*
[Sign in](#)

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 |