



# Baleseng Maubane

Curriculum Vitae (CV)

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

I am looking for any available position for someone with matric only, I have experience as a filing clerk, customer assistant and a receptionist and i also have a bit of data capturing experience.

I am a fast learner and am always open to new ideas and i like learning more about things. And I am a team player and I give my all to my job

Preferred occupation	<b>Receptionist</b> Administrative jobs
	<b>Filing clerk</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
	<b>Generals</b> General jobs
	<b>Shop assistants</b> Retail, store jobs
	<b>Personal assistant</b> Administrative jobs
Preferred work location	<b>Pretoria / Tshwane</b> Gauteng

## Contacts and general information about me

Day of birth	1995-03-08 (29 years old)
Gender	Female
Residential location	<b>Pretoria / Tshwane</b> Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2022.08 iki 2022.09**  
 Company name Wits rhi(block x clinic)  
 You were working at: Filing clerk  
 Occupation Filing clerk  
 What you did at this job position? Retrieving files and archiving

Working period **nuo 2022.07 iki 2022.08**  
 Company name Woolworths  
 You were working at: Shop assistants  
 Occupation Customer assistant  
 What you did at this job position? Stock packing

Working period **nuo 2018.04 iki 2020.05**  
 Company name Wino office supplies  
 You were working at: Filing clerk  
 Occupation Filing clerk  
 What you did at this job position? Answering the phone, filing invoices

Working period **nuo 2016.10 iki 2018.03**  
 Company name Pharmacy direct  
 You were working at: Data capturers  
 Occupation Site agent  
 What you did at this job position? Data capturing

**Education**

Educational period **nuo 2009.01 iki 2014.12**  
 Degree Grade 12 / Matric  
 Educational institution Mabopane Secondary school  
 Educational qualification National senior certificate

**Languages**

Language	Speaking level	Understanding level	Writing level
Setswana	fluent	fluent	fluent
English	fluent	fluent	fluent
Sesotho	good	good	good

**Computer knowledge**

Windows  
 Microsoft office  
 Pastel

**Recommendations**

Contact person	Bridgette Mashaba
Occupation	Treatment navigator
Company	Wit rhi
Telephone number	0813134790

Contact person	Daniel Thokoana
Occupation	General manager
Company	Wino office supplies
Telephone number	067 106 6652
Email address	dan@winost.co.za

Contact person	Sebueng Raphiri
Occupation	Site agent
Company	Pharmacy direct
Telephone number	079 435 3982

**Additional information**

Your hobbies	Reading
Driver licenses	None
Salary you wish	4000 R per month
How much do you earn now	000 R per month