



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

Contacts and general information about me

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

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