



# Mmabothhale Felicity Madutung

Curriculum Vitae (CV)

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

For an entry level job, that will allow me to grow and gain skills.

|                         |  |
|-------------------------|--|
| Preferred occupation    | <b>Administrators</b><br>Administrative jobs |
|                         | <b>Debtors clerk</b><br>Administrative jobs  |
|                         | <b>Debt collector</b><br>Administrative jobs |
|                         | <b>Debtors clerk</b><br>Finance jobs         |
|                         | <b>Data capturers</b><br>Administrative jobs |
|                         | <b>Bookkeeper</b><br>Administrative jobs     |
| Preferred work location | <b>Johannesburg</b><br>Gauteng               |
|                         | <b>West Rand</b><br>Gauteng                  |
|                         | <b>East Rand</b><br>Gauteng                  |
|                         | <b>Pretoria / Tshwane</b><br>Gauteng         |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 2001-01-28 (23 years old)   |
| Gender               | Female  |
| Residential location | Johannesburg<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

Working period **nuo 2021.08 iki 2022.12**

Company name THE wing Republic

You were working at: Waiters, waitresses

What you did at this job position? • Informed customers about daily and seasonal specials • Greated customers and took there drink and food orders • used credit machines and handled cash to cash out customers • stayed up to date with the menu changes and helped customers with food choices • folded napkins and prepared silverware • kept serving area clean • Maintained customer satisfaction with table check in

**Education**

Educational period **nuo 2018.01 iki 2018.11**

Degree Grade 12 / Matric

Educational institution Topaz Secondary School

Educational qualification Grade 12

I could work Yes

Educational period **nuo 2019.02 iki 2022.01**

Degree Diploma

Educational institution The institute of certified bookkeepers

Educational qualification Technical financial accounting

I could work Yes

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | very good      | very good           | very good     |

**Computer knowledge**

Microsoft office and pastel accounting

**Conferences, seminars**

None

**Recommendations**

Contact person Nomfundo Luthuli

Occupation Mentor

Telephone number 0670423633

Email address nomfundoluthuli7@gmail.com

**Additional information**

Your hobbies Reading, movies, listening to music

|                          |                   |
|--------------------------|-------------------|
| Driver licenses          | None              |
| Salary you wish          | 10000 R per month |
| How much do you earn now | 00 R per month    |