



# Mosima Lydia Mathonsi

Curriculum Vitae (CV)

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

□

Accurate, thorough, and persistent individual seeking a position in your organization, with over five years' experience in the field of retail. Exceptional communication, organizational, Supervisory, secretarial, team building and conflict resolution skills to bring a remarkable change in the overall efficiency of the office.

Qualifications include:

Over 5 years of varied and increasingly responsible experience in administration and customer service capacities. Highly skilled in managerial, greeting customers and answering phone calls, proven ability to handle multiple tasks ,experience in administration and customer service capacities. Highly skilled in managerial, greeting customers and answering phone calls, proven ability to handle multiple tasks.

Preferred occupation	<b>Receptionist</b> Administrative jobs  <b>Filing clerk</b> Administrative jobs  <b>Retail manager</b> Retail, store jobs  <b>Store Manager</b> Retail, store jobs  <b>Customer care agent</b> Administrative jobs
Preferred work location	<b>East Rand</b> Gauteng

## Contacts and general information about me

Day of birth	1977-07-15 (47 years old)
Gender	Female
Residential location	<b>East Rand</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>

**Work experience**

Company name Map Design and Construction

You were working at: Manager

Occupation Office administrator

What you did at this job position? Administrator Duties & Responsibilities • Assist Technical staff by supporting them with correspondence, filing, compilation of documents and spreadsheets • Billing and invoicing Organizing travel arrangements • Arranging and co-ordinate meetings • Switchboard duty • Generating purchase orders and ordering of office supplies • Arranging catering for internal company meetings and meetings with clients. • Supplier and Tender documentation compilation and review • Assisting with social events, planning & arrangement of catering thereof • Office management • Any other tasks that might be done to free technical staff as much as possible so that the service offered by Company to its clients can be optimized • Support accounts department with admin component of the company's internal control procedures document collection, generation, an

Working period **nuo 2020 iki dabar**

Company name Makro

You were working at: Supervisor

Occupation Front end supervisor

What you did at this job position? Manage cashiers and front end department

Company name MTN

You were working at: Store Manager

Occupation Store manager

What you did at this job position? Day to day management of the store

**Education**

Educational qualification Matric

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Sepedi	fluent	fluent	fluent
Xitsonga	fluent	fluent	fluent
isiZulu	good	good	good
Afrikaans	basic	basic	basic
Sesotho	basic	basic	basic

**Recommendations**

Contact person	Lifa Thabethe
Occupation	Quantity surveyor
Company	Map design and construction
Telephone number	079 032 8063
Email address	Lifa@mapdesign.co.za

Contact person	Mpumelelo Mthethwa
Occupation	Principal architect
Company	Map Design and Construction
Telephone number	+27 83 460 2201
Email address	Mpumelelo@mapdesign.co.za

Contact person	Segametsi Ramoshaba
Occupation	Quantity surveyor
Company	Eskom
Telephone number	+27 60 508 7206
Email address	ramoshsl@eskom.co.za

#### **Additional information**

Your hobbies	Reading
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2015-00-00 (9 years)
Salary you wish	13500 R per month
How much do you earn now	11500 R per month