



# Tebogo Molapi

Curriculum Vitae (CV)

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

I'm looking for an administrative position , I have a qualification in Office Administration and Data Capture. I have never worked for those qualifications before, so please consider checking my cv as I am trying to gain some experience and learn about the company I'm willing to work really hard and show case my talents in the company.

Preferred occupation	Administrators Administrative jobs
	Data capturers Administrative jobs
Preferred work location	Gauteng

## Contacts and general information about me

Day of birth	2000-04-20 (24 years old)
Gender	Female
Residential location	East Rand 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	<b>nuo 2021.02 iki 2021.06</b>
Company name	Department of Education
You were working at:	Teachers
What you did at this job position?	I was assisting teachers with their job
Working period	<b>nuo 2019.01 iki 2021.01</b>
Company name	Love Life Organisation
You were working at:	Team leader
What you did at this job position?	I was a facilitator

Working period **nuo 2022.02 iki 2023.10**  
Company name TNT Siwelile  
You were working at: Cashiers  
What you did at this job position? Sell to customers

**Education**

Educational period **nuo 2020.01 iki 2020.02**  
Degree Certificate  
Educational institution Quest Computer Skill Centre  
Educational qualification Data Capturing

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	very good	very good
Sesotho	very good	fluent	very good

**Computer knowledge**

I know MS Word, Excel, PowerPoint, business documentation ,windows and file management

**Additional information**

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
Driver license from 2020-11-00 (4 years)  
Salary you wish R15 000 R per month  
How much do you earn now R6 000 R per month