



Methodi Mareika Seloane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative job, Receptionist,data capturer, general worker,cashier,clerk,finance,

Preferred occupation

Administrators
Administrative jobs

Banking
Finance jobs

Cashiers
Retail, store jobs

Government jobs
Government jobs

Preferred work location

Pretoria / Tshwane
Gauteng

Polokwane / Pietersburg
Limpopo

Lebowakgomo
Limpopo

Marblehall
Limpopo

East Rand
Gauteng

Contacts and general information about me

Day of birth

1991-09-15 (32 years old)

Gender

Female

Residential location

Pretoria / Tshwane
Gauteng

Telephone number

Information is available only for registered users.
[Sign in](#)

Email address

Information is available only for registered users.
[Sign in](#)

Work experience

Working period **nuo 2012.11 iki 2013.04**
 Company name Woolworths
 You were working at: Cashiers
 Occupation Till operator and sales assistant
 What you did at this job position? To demonstrate customer service , apply selling skills, demonstrate product knowledge

Working period **nuo 2013.11 iki 2015.11**
 Company name City of Tshwane Municipality
 You were working at: Administrators
 Occupation Office Administrator
 What you did at this job position? Organize Office filing system, manually and automatically, monitor attendance register, capturing client information on data ease, preparing timesheet for contractors on a monthly basis,answering phone machine

Working period **nuo 2021.04 iki 2021.07**
 Company name Department of Education
 You were working at: Administrators
 Occupation In service training as fleet clerk
 What you did at this job position? Assist in controlling fuel claims, checking and verifying fuel claims, recording and filling documents,data capturing

Working period **nuo 2021.08 iki 2022.10**
 Company name Kalapeng Pharmacy
 You were working at: Cashiers
 Occupation Pharmacy Assistant Front shop
 What you did at this job position? Demonstrate customer service, delivery payment and perform daily cash up, using safeguard machine effectively

Working period **nuo 2022.10 iki 2023.01**
 Company name Department of Health
 You were working at: Administrators
 Occupation EPWP Admin Clerk Assets Management
 What you did at this job position? Maintenance of assets register, maintain records keeping of disposal, conduct assets verification

Education

Educational period **nuo 2019.01 iki 2019.12**
 Degree Grade 12 / Matric
 Educational institution Phasoane High School
 Educational qualification National senior certificate

Educational period **nuo 2010.02 iki 2011.06**
 Degree Diploma
 Educational institution Tshwane North TVET college
 Educational qualification Financial Management

Educational period **nuo 2018.02 iki 2020.12**
 Degree Diploma
 Educational institution Tshwane university of Technology
 Educational qualification Public Management

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

Basic computer literate

Recommendations

Contact person Ms Penny Funani
 Occupation Line Manager
 Company Woolworths
 Telephone number 0791945808

Contact person Mr Lesiba Koma
 Occupation Admin clerk Transport section
 Company Department of Education
 Telephone number 0156339527

Contact person Ms Dikau Kekana
 Occupation Admin clerk assets Management
 Company Department of Health
 Telephone number 0156221560

Additional information

Your hobbies Listening to music
 Playing sudoku
 Reading novels

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2022-08-00 (1 years)

Salary you wish 15000 R per month