



# Mokgadi Jason

Curriculum Vitae (CV)

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

Dear Hiring Manager

I'm writing to you regarding the Administration clerk post that's currently advertised in the Polokwane region. I meet the minimum requirements and have a working experience in the retail and hospitality sectors.

I am a hard-working individual who can work in a fast-paced environment, a team player who easily develops good relationships with co-workers and customers and adapts to various business units.

I would be delighted to be part of Pholoso Netcare Personnel serving and if my application can be considered.

Sincerely,

Mokgadi Jason

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
|                         | Receptionist<br>Administrative jobs   |
| Preferred work location | Polokwane / Pietersburg<br>Limpopo    |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1988-07-09 (36 years old)   |
| Gender               | Female  |
| Residential location | Polokwane / Pietersburg<br>Limpopo  |
| 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 2020.01 iki 2021.12**  
 Company name Jet Rosebank Mall  
 You were working at: Sales consultant  
 Occupation Admin Assistant  
 What you did at this job position? Cashier, Admin Assistant, Cash Handling, Customer Relations, Inventory management.

Working period **nuo 2017.01 iki 2019.12**  
 Company name Baphuthing Catering Services  
 You were working at: Waiters, waitresses  
 What you did at this job position? Waitressing, Menu presentation, Tableside Service

**Education**

Educational period **nuo 2020.01 iki 2020.12**  
 Degree Grade 12 / Matric  
 Educational institution City Deep Adult Learning Centre  
 Educational qualification Grade 12 / Matric

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | very good      | fluent              | fluent        |
| Sepedi   | fluent         | fluent              | fluent        |
| isiZulu  | good           | very good           | basic         |

**Recommendations**

Contact person Dan Buthelezi  
 Occupation Team Leader  
 Company Jet Store  
 Telephone number 078 428 1180

Contact person Simon Lemao  
 Occupation Chef  
 Company Baphuthing Catering  
 Telephone number 076 376 8686

**Additional information**

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2013-11-00 (11 years)