



Ntebaleng Irene Moshishi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for data capturing job opportunities, however I am open to any kind of job opportunity as am a fast learner and also looking forward to new challenges.

Preferred occupation	Generals General jobs
Preferred work location	Bethlehem Free State

Contacts and general information about me

Day of birth	1994-01-25 (30 years old)
Gender	Female
Residential location	Phuthaditjhaba Free State
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2018.10 iki 2022.03
Company name	Makwane Copy Shop
You were working at:	Generals
Occupation	General Worker
What you did at this job position?	making photo copies, printouts, typing, receiving and sending emails and fax, managing incoming stock and files, managing customer

Education

Educational period	nuo 2020.02 iki 2024.06
Degree	Degree
Educational institution	University of South Africa
Educational qualification	BA in Police Science
I could work	Police Officer

Educational period **nuo 2016.01 iki 2017.06**
 Degree Certificate
 Educational institution Maluti Tvet College
 Educational qualification Management Assistant
 I could work Clerk or Receptionist

Educational period **nuo 2014.01 iki 2014.12**
 Degree Grade 12 / Matric
 Educational institution Phiritona Secondary School
 Educational qualification National Senior Certificate
 I could work General worker

Languages

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

Computer knowledge

- I am computer literate
- * Microsoft Word
- *Microsoft Excel
- *Microsoft Power Point
- *Microsoft Access
- *Internet access

Recommendations

Contact person Mr Mosokotso L E
 Occupation Owner
 Company Makwane Copy Shop
 Telephone number 0614476825
 Email address ej.middcore@gmail.com

Contact person Prof Puleng Lenkabula
 Occupation Principal and Vice-Chancellor
 Company University Of South Africa
 Telephone number 0800001870
 Email address unisa@thehotline.co.za

Contact person	Mr Tsotetsi M E
Occupation	Acting Principal
Company	Maluti Tvet College
Telephone number	0587136100

Additional information

Your hobbies	* Helping students with online applications * Teaching children basic computer skills
Driver licenses	None
Salary you wish	R4500 R per month
How much do you earn now	R0 R per month