



Dorcas Mantoa Smith

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am looking for general worker position or cleaning supervisor position as I have experience in the field

Preferred occupation	Generals General jobs
Preferred work location	Brits North West
	Hartbeespoort North West

Contacts and general information about me

Day of birth	1979-09-18 (45 years old)
Gender	Female
Residential location	Brits North West
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 2016.02 iki 2022.02
Company name	Lsc simunye
You were working at:	Cleaners
Occupation	Supervisor
What you did at this job position?	Overseeing smooth running on side eg.meeting required work procedure, meetings with client.make sure health and safety procedure are followed, ordering of stock,timesheets capturing, ordering of uniforms, discipline of staff, capturing of attendance register

Working period **nuo 2011.04 iki 2014**
 Company name SSG cleaning
 You were working at: Cleaners
 Occupation Supervisor
 What you did at this job position? Making sure of smooth running of side, doing inspection, capturing timesheets, meetings with client ordering of stock and uniforms, making sure health and safety procedure s are followed, disciplinary actions are taken

Education

Educational period **nuo 2011.01 iki 2011.07**
 Degree Certificate
 Educational institution Central college of business and computer studies
 Educational qualification Data capturing
 I could work As a data capturer

Languages

Language	Speaking level	Understanding level	Writing level
Setswana	fluent	fluent	fluent
English	fluent	fluent	fluent

Computer knowledge

Microsoft word and excel,

Recommendations

Contact person Helouise Vanrooiyen
 Occupation Mananger
 Company Lsc
 Telephone number 0798876995

Contact person Mrs Deanne Burns
 Occupation Operation manager
 Company SSG cleaning
 Telephone number 0722035787

Additional information

Your hobbies Reading and netball
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2015-03-00 (9 years)
 Salary you wish 12 000 R per month
 How much do you earn now 10 000 R per month