



# Salphina Madavha

Curriculum Vitae (CV)

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

I have 12 years in a cashier position I stopped working on April 2016 and I am available to work with immediate effect. I am a good team leader with willingness to learn new things and to listen to other people's input, very creative and can be able to adapt very quickly to any given environment. Ability to work without supervision under pressure, honest and reliable. I am multilingual and have good verbal and written communication skills also graduated for a diploma in professional secretary, a certificate of health and safety + hygiene awareness. I believe that with all the knowledge, experience and direct transferable skills that I have accumulate I can be a valuable asset to your company. My contacts is 0764418287 my email adress is sally.madavha@gmail.com.

Preferred occupation	Cashiers Retail, store jobs
Preferred work location	East Rand Gauteng

## Contacts and general information about me

Day of birth	1981-06-26 (43 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 2003.11 iki 2016.04</b>
Company name	The Forum Company
You were working at:	Cashiers
Occupation	Cashier
What you did at this job position?	Cashier, Barrister, Cleaning and waitering

## Education

Educational period	<b>nuo 2010.03 iki 2012.08</b>
Degree	Diploma
Educational institution	Germiston Computer College
Educational qualification	Diploma in Professional Secretary
I could work	Cashier,Secretary, Reception, Clerk, Filling,Telephone etiquette and Data Capturing.

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Tshivenda	fluent	fluent	fluent
Sesotho	very good	very good	good

**Computer knowledge**

Introduction to Computer and Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Access, Typing Skills, E-mail and Internet Management, Office Practice and Telephone Ettequet.

**Conferences, seminars**

Certificate of attendance of Communication Skills Workshop, Service excellence training certificate, Action training academy in Health and Safety, Hygiene Awareness.

**Recommendations**

Contact person	Thapelo Morejane
Occupation	Manager
Company	The Forum Company
Telephone number	0760359836
Email address	thapelomorajane@theforum.co.za
Contact person	Lynsey
Occupation	Manager
Company	The Forum
Telephone number	0799661562
Email address	lynseyannrobertson@theforum.co.za

**Additional information**

Your hobbies	I love reading, cooking,watching movies, cleaning and spend time with family.
Driver licenses	None
Salary you wish	4500 R per month

How much do you earn now

4100 R per month