



# Portia Mashabathakga

Curriculum Vitae (CV)

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

I am a hard working individual ambitious and self- motivated employee,competent to work unsupervised enthusiastic as a team memeber,a dynamic individual commanding good enterpersonal and good communication skill, I learn and adjust quickly in any environment and also have experience in all of the above mentioned jobs for my criteria,i am looking foward to here from you.thank you.

Preferred occupation	Cashiers Retail, store jobs
	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1985-06-16 (39 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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 2011.08 iki 2013.04</b>
Company name	Shoprite
You were working at:	Cashiers
Occupation	money market clerk
What you did at this job position?	sending and receiving customers 's money,municipality rent and accounts payments,airlpane,bus soccer en evens tackets bookings selling savings stamps and filing,more importantly is how to take controll of my own float.

Working period **nuo 2008.03 iki 2008.07**  
 Company name jet store  
 You were working at: Shop assistants  
 Occupation customer service and canvass  
 What you did at this job position? opening of accounts and attending to customer guiries and also confirm the approval of thier accounts.

Working period **nuo 2013.10 iki 2015.05**  
 Company name Bidvest protea coin  
 You were working at: Guards  
 Occupation Security guard.  
 What you did at this job position? gurding, monitoring of cctv fortages writing everyday's reports, filling. more importantly ensuring the safety of the company is in our controll.

**Education**

Educational period **nuo 2003.01 iki 2007.12**  
 Degree Grade 12 / Matric  
 Educational institution Masedi high school  
 Educational qualification senior cerificate(matric)  
 I could work at retailer's

Educational period **nuo 2008.01 iki 2008.04**  
 Degree Certificate  
 Educational institution graduate school of public development and management  
 Educational qualification computer literacy  
 I could work office clerk

Educational period **nuo 2015.02 iki 2015.06**  
 Degree Certificate  
 Educational institution Big o traiding 251  
 Educational qualification food and bavareges  
 I could work hottels and resturants.

**Languages**

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

**Computer knowledge**

Ms office, Ms word, Ms publisher, Ms power point, Ms excel, and internet.

**Recommendations**

Contact person	Mrs Mokoena
Occupation	Supervisor
Company	Home affairs
Telephone number	0124022000
Email address	mokoana@dha.gov

**Additional information**

Your hobbies	Internet, watching TV, reading news papers and magazines, listening to gospel music.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2015-11-00 (8 years)
Salary you wish	5000 to 6000 R per month
How much do you earn now	3200,00 R per month