



Gloria Shoba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm highly organized, dedicated with positive attitude, honest, reliable person, working well under pressure, rise to the occasion, self motivated person, flexible person with people great skill also have an ability to communicate effectively with one another.

I have an experience and superior communication ability to be an asset to the company

Preferred occupation	Cashiers Retail, store jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1987-02-06 (37 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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 2009.09 iki 2013.01
Company name	ultra wash
You were working at:	Cashiers
Occupation	cashier
What you did at this job position?	point of sale also offering customers with specials for the day
Working period	nuo 2013.02 iki 2015.12
Company name	mandlis business enterprise
You were working at:	Secretaries
Occupation	receptionist
What you did at this job position?	receiving incoming calls, taking msg, e-mails, faxing, scanning also working as a company buyer

Education

Educational period	nuo 1993.01 iki 2005.12
Degree	Grade 12 / Matric
Educational institution	sivelile high school, petnet college and quick book college
Educational qualification	matric certificate, computerised cashier, payroll certificate also driving license
I could work	yes

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	very good	very good
English	good	good	good

Computer knowledge

My previous job I was using d computer it was Window 7 office word, Excel and microsoft I do have skill on it

Conferences, seminars

Payroll course also work into payroll department for the period of 6 months preparing month ends payroll also pay them through the computer (eft).

Recommendations

Contact person	mr m mbhele
Occupation	contract manager
Company	mandlis business enterprise
Telephone number	0317024444
Email address	mduduzimbhele@yahoo.com
Contact person	mr ibraahim ayam
Occupation	manager
Company	ultra wash
Telephone number	0717753565
Email address	ibrahimayam@gmail.com

Additional information

Your hobbies	Singing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2012-09-00 (12 years)
Salary you wish	6000 R per month

How much do you earn now

none R per month