



# Lerato Maphike

Curriculum Vitae (CV)

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

I am a self motivated lady,I am very organised,Time management is of high importance to me.I pay attention to detail.I am goal oriented and results driven.I work well within a group and individually.And i work well under pressure.I love challenging myself and learning new things. I would love to work in an office enviroment,I am willing and able to add value and see my self growing in your company.Looking forward to working within your company.

Thank you.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1986-02-04 (38 years old)
Gender	Female
Residential location	Johannesburg 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 2016.05 iki 2016.08</b>
Company name	Xerox xds
You were working at:	Other jobs
Occupation	Technical support advisor
What you did at this job position?	support customers

Working period **nuo 2015.01 iki 2016.02**  
 Company name Direct channel holdings  
 You were working at: Telemarketers  
 Occupation tele sales consultants  
 What you did at this job position? sell contracts to new & existing customers

### Education

Educational period **nuo 2005.08 iki 2005.09**  
 Degree Certificate  
 Educational institution cornerstone  
 Educational qualification call centre training  
 I could work inbound & outbound

### Languages

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

### Computer knowledge

I have a knowledge of working with OS windows, Mac OS software, Microsoft office, Adobe Photoshop.

### Recommendations

Contact person Tshegofatso Masia  
 Occupation Team leader  
 Company Xerox  
 Telephone number 0839503915  
 Email address tmasia@gmail.co.za

### Additional information

Your hobbies I love reading, trying out new recipes, volunteering.  
 Salary you wish 8000 R per month