



# Boitumelo Vicky Mohapi

Curriculum Vitae (CV)

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

Administration and Receptionist.

My organised nature and personable attitude make me a great candidate for this position. I am creative problem solver. I am able to work independently and also function well in team work and enthusiastic to improve performance. I am self driven person and willing to learn. I provide exceptional client service in person and on the phone.

Preferred occupation Administrative jobs

Receptionist  
Administrative jobs

Administrators  
Administrative jobs

Preferred work location Pretoria / Tshwane  
Gauteng

Bloemfontein  
Free State

## Contacts and general information about me

Gender Female

Residential location Pretoria / Tshwane  
Gauteng

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period **nuo 2012.04 iki 2014.06**

Company name Identity Store

You were working at: Shop assistants

Occupation Cash Desk Consultant

What you did at this job position? Customer service, handling administration, Banking, Floor Manager and receiving and counting of cash

Working period **nuo 2006.04 iki 2007.05**  
 Company name Bibi Cash and Carry  
 You were working at: Cashiers  
 Occupation Cashier  
 What you did at this job position? customer service,banking and reciving counting of cash

**Education**

Educational period **nuo 2011.06 iki 2015.11**  
 Degree Certificate  
 Educational institution Human resource management  
 Educational qualification N6 Labour Relations

**Languages**

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

**Computer knowledge**

Microsoft office: MS Word,MS Excel,MS Power Point and MS Publisher  
 Internet  
 Mailing

**Conferences, seminars**

Sage Premier Workshop  
 Customer Service Workbook  
 Service Desk Skills workbook

**Recommendations**

Contact person Mrs F Radebe  
 Occupation Former Identity manager  
 Company Indentity Store  
 Telephone number 082 7370 294

Contact person Mr Ebrahim Maloa  
 Occupation Manager  
 Company Bibi Cash and Carry  
 Telephone number 0825373498

**Additional information**

Your hobbies Reading

	Singing
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2015-06-00 (9 years)
Salary you wish	7 000.00 R per month
How much do you earn now	Currently not working R per month