



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