



Pulane Mahloane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an independent mosotho woman who is highly motivated and committed to her work. I have vast experience working in office administration and management. Amongst some of the duties that I did were reception duties,organizing conference calls, handling petty cash, managing office cleaners, procuring stationery and keeping up dating of all office inventory.

I have excellent organizational proficiency and I am able to work independently under minimal supervision I am further alert,pay attention to details especially with the kind of work that I am doing which involves customer service. I am a hard working team player with good working relationship with colleagues and a passion for life and a heart for office administration in all spheres.

I am a highly competent customer orientated individual who has worked as a Cashier for Lesotho Electricity Company for the last ten years. I am a hard working passionate individual who is self driven towards her work. I am also a team player who gets along very well with other work mates.

My Professional Skills

Decision Making Skills

Problem Solving Skills

Excellent Communication Skills

Computer Skills (ms word,excel and power point, outlook and pastel revolution).

Drivers Licence (6yrs)

Preferred occupation

Secretaries
Administrative jobs

Cashier or Clerk
Administrative jobs

Preferred work location

Johannesburg
Gauteng

Contacts and general information about me

Day of birth

1979-01-30 (45 years old)

Gender Female
 Residential location Johannesburg
 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 2000.01 iki 2002.06**
 Company name Care Lesotho International
 You were working at: Network administrators
 Occupation Receptionist
 What you did at this job position? All the Administration and Secretary duties

Working period **nuo 2002.07 iki 2010.11**
 Company name Lesotho Electricity Company
 You were working at: Network administrators
 Occupation Cashier
 What you did at this job position? Reconciling,Banking,Registering,Administration ,filling and Reporting.

Education

Educational period **nuo 1993.01 iki 1997.11**
 Degree Grade 12 / Matric
 Educational institution Butha-Buthe High School (Lesotho)
 Educational qualification Grade 12

Educational period **nuo 1998.01 iki 2000.11**
 Degree Diploma
 Educational institution St Elizabeth Institution
 Educational qualification Diploma in Business Studies

Languages

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

Computer knowledge

Ms word, excel and power point, outlook and pastel revolution.

Recommendations

Contact person	Mr Retselisitsoe Foso
Occupation	Manager
Company	Lesotho Electricity Company
Telephone number	00266-58866466
Email address	foso@lec.co.ls

Contact person	Mrs Masechache Sechache
Occupation	Manager
Company	Usaid -Prefer Lesotho
Telephone number	00266-58889745
Email address	Msechache@usaid.Gov

Additional information

Your hobbies	Reading,Events planning and organisation,Travelling and making new acquaintance and Exercising.
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	2010-01-00 (14 years)
Salary you wish	7000.00 R per month
How much do you earn now	0000.00 R per month