



Moleboheng Mofokeng

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a permanent job, that will grow me professionally and as an individual. I am a very good typist and writer, very quick to understand and learn. I am young, vibrant and able to work in a team.

| | |
|-------------------------|-------------------------------------|
| Preferred occupation | Receptionist Administrative jobs |
| Preferred work location | North West |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1996-10-08 (28 years old) |
| Gender | Female |
| Residential location | Potchefstroom North West |
| 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 2015.10 iki 2016.11 |
| Company name | Pep stores company |
| You were working at: | Salesperson |
| Occupation | Cashier and Packer |
| What you did at this job position? | Worked at the till as a cashier and packer |

Education

| | |
|---------------------------|---|
| Educational period | nuo 2016.01 iki 2016.11 |
| Degree | Certificate |
| Educational institution | Universal college outcomes |
| Educational qualification | Certificate in information communication technology |
| I could work | As a typist, secretary and filing clerk |

| | |
|---------------------------|----------------------------------|
| Educational period | nuo 2018.01 iki 2018.07 |
| Degree | Certificate |
| Educational institution | Vuselela TVET College |
| Educational qualification | N4 Management Assistant |
| I could work | As a typist, receptionist, clerk |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | very good | very good | very good |
| Sesotho | fluent | very good | very good |
| isiZulu | good | good | basic |

Computer knowledge

Ms Word
Ms Exel
Ms Access

Additional information

| | |
|--------------------------|-------------------|
| Driver licenses | None |
| Salary you wish | R5000 R per month |
| How much do you earn now | R2500 R per month |