



# Lesedi Motsoapong

Curriculum Vitae (CV)

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

I am a young individual who is willing to learn and adapt easy to change, I'm vibrant and passionate about people. I'm a very patient person who understands different cultures and religions. I have the ability to deal with every and any difficult situation.

I'm very proficient in English, I have great typing skills and I'm excellent in customer services.

Preferred occupation                      Customer care agent  
Administrative jobs

Receptionists  
Hotel jobs

Generals  
General jobs

Preferred work location                      Johannesburg  
Gauteng

Sedibeng  
Gauteng

East Rand  
Gauteng

West Rand  
Gauteng

## Contacts and general information about me

Day of birth                                      1993-04-09 (31 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 2018.07 iki 2018.11**  
 Company name Post office  
 You were working at: Front Desk Agent  
 Occupation Lenasia Johannesburg  
 What you did at this job position? Sassa campaign

Working period **nuo 2017.08 iki 2018.05**  
 Company name Webhelp SA  
 You were working at: Sales agent  
 Occupation Parktown Johannesburg  
 What you did at this job position? Sell BNPL / Taking customers complains

Working period **nuo 2016.09 iki 2017.07**  
 Company name BNJ Tax & Financial Consultants  
 You were working at: Filing clerk  
 Occupation Lenasia South Johannesburg  
 What you did at this job position? PA to CEO / Receptionist / Filing / Personal Tax Consultant

**Education**

Educational period **nuo 2010.01 iki 2010.12**  
 Degree Grade 12 / Matric  
 Educational institution Southview High

Educational period **nuo 2014.02 iki 2014.06**  
 Degree Certificate  
 Educational institution PC Training & Business College  
 Educational qualification End User Computer

Educational period **nuo 2014.11 iki 2014.11**  
 Degree Professional Qualification  
 Educational institution Sky Rider  
 Educational qualification Radio Telephone license

**Languages**

Language	Speaking level	Understanding level	Writing level
Setswana	very good	very good	good
English	fluent	fluent	fluent
Sesotho	very good	very good	basic
Xitsonga	good	good	do not know

**Computer knowledge**

Ms excel  
Ms Word  
Ms PowerPoint  
Ms outlook  
Ms

**Recommendations**

Contact person	Arthur
Occupation	Johannesburg
Company	Post office braamfontein
Telephone number	0717948661
Contact person	Gloria
Occupation	Johannesburg
Company	Webhelp Sa Johannesburg
Telephone number	0624746976
Contact person	Phumzile
Occupation	Johannesburg
Company	BNJ Tax and Financial Consultants
Telephone number	0727579041

**Additional information**

Your hobbies	Cooking Listening to music Reading Writing Exploring
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2012-10-00 (11 years)
Salary you wish	7500 R per month
How much do you earn now	N/A R per month