



# Katlego Given Moloisane

Curriculum Vitae (CV)

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

I hold a National Diploma in Sport Management from the University of Johannesburg, Gauteng, South Africa. I also have 5 years of experience working with people as I spent two years as a cashier and service adviser for the Clicks group , a year as the team manager of the University of Johannesburg junior rugby team and 3 years coaching soccer at the university of Johannesburg in the varsity internal league where I was named the internal league Treasurer to date.

I have full experience in all necessary administrative duties. I am familiar with evaluating individuals and scheduling meetings and training periods. I also understand the importance of closely monitoring cash-flow, gathering and capturing of information. I have experience in maintaining records and good customer relationships, as well as in ordering new technology within budget when and if required.

I also fully understand the psychological effect a Service consultant can have on bankers and customers, and I strive at all level to set as good an example as possible for those who see a role model in me. Above all else, I am a hard worker.

I feel sure that my proven ability to manage and maintain the highest standards as a Service consultant will be of the greatest benefit to the organization, and I have confidence that I can make a significant contribution to the company.

Preferred occupation

**Shop assistants**  
Retail, store jobs

**Cashiers**  
Retail, store jobs

**Housekeeper**  
Hotel jobs

**Trainers**  
Teaching jobs

**Pickers, packers**  
Labour jobs

**Fundraiser**  
Management, human resources jobs

**Part time jobs**  
Part time, weekend jobs

**Customer care agent**

Administrative jobs

**Personal assistant**  
Administrative jobs

**Jobs abroad**  
Jobs abroad

**Teacher**  
Jobs abroad

**Advertiser**  
Ads, marketing jobs

**Marketer**  
Ads, marketing jobs

**Learnership**  
Other jobs

**Jobs for students**  
Student jobs

**Generals**  
General jobs

Preferred work location

**Polokwane / Pietersburg**  
Limpopo

**Durban City**  
KwaZulu-Natal

**Lebowakgomo**  
Limpopo

**Mahikeng / Mafikeng**  
North West

**Contacts and general information about me**

|                      |   |
|----------------------|---|
| Day of birth         | 1992-06-06 (32 years old)   |
| Gender               | Male  |
| Residential location | Johannesburg<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

**Work experience**

Working period **nuo 2010.05 iki 2012.07**

Company name Clicks

You were working at: Cashiers

Occupation cashier

What you did at this job position? Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations. Operating scanners, scales, cash registers, and other electronics. Balancing the cash register and generating reports for credit and debit sales. Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer. Processing refunds and exchanges, resolving complaints. Bagging or wrapping purchases to ensure safe transport. Follow all store procedures regarding coupons, gift cards, or the purchase of specific items, such as alcohol or cigarettes. Maintaining a clean workspace.

### Education

Educational period **nuo 2014.02 iki 2018.11**

Degree Diploma

Educational institution University of Johannesburg

Educational qualification Sport Management

I could work Sport coach, marketing agent, sport agent, HR manager, Store Manager, physio therapst

### Languages

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

### Computer knowledge

My computer skills are Microsoft office: Word, Excel, PowerPoint, Access...Adobe Acrobat 2017 PC App, OS: Windows

### Recommendations

Contact person Justice Matlala

Occupation Supervisor

Company Clicks

Telephone number 011 880 3825/6

### Additional information

Your hobbies Soccer  
Reading  
Cycling  
Park walk

Salary you wish 15000 R per month

How much do you earn now 7000 R per month