



# Idah Madikeledi Mosweu

Curriculum Vitae (CV)

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

-I am a people person. I really enjoy meeting and working with a lot of different people, and i am known for

being a great listener and clear communicator, whether i'm engaging with colleagues or clients.

-I thrive on interaction with colleagues and customers and can stay on task, but building positive relationship

with people is my clear vision.

-My long term goal involves growing with a company where i can continue to learn, take on additional

responsibilities and contribute as much as possible to the team.

-I see myself as a top-performing employee in a well established organization.

-I am a self motivated, hard working person, with a positive attitude, good communication, good management and problem solving skills.

### Preferred occupation

**Data capturers**

Administrative jobs

**Receptionist**

Administrative jobs

**Call Centre agent**

Administrative jobs

**Cashiers**

Retail, store jobs

**Front Desk Agent**

Administrative jobs

**Customer care agent**

Administrative jobs

**Sales consultant**

Sales jobs

**Waiters, waitresses**

Restaurant, bar service jobs

**Receptionists**

Hotel jobs

**Housekeeper**

Hotel jobs

**Cleaners**  
Labour jobs

**Miners**  
Mining jobs

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

**Generals**  
General jobs

Preferred work location

**Rustenburg**  
North West

**Pretoria / Tshwane**  
Gauteng

**Contacts and general information about me**

Day of birth 1979-03-23 (45 years old)  
 Gender Female  
 Residential location **Rustenburg**  
North West  
 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 2017.11 iki dabar**  
 Company name Silverpath Consulting  
 You were working at: Data capturers  
 Occupation Statistical Assistant  
 What you did at this job position? -Maintain filing system and records, Take and record clients information in the data base, Statistics recording and data capturing from surveys, Client liaison, Summarize results of collected statistics from survey questionnaires, Interpreting of reports, Office administration i.e. answering phone calls, faxing, printing, minutes taking, Follow up on survey participants leads , Assisting statistics and economist in preparing reports, Updating information on the drop box, Filling of documents to be archived, Ensuring all information on the system is accurate and up-to-date, Assisting with congress/conference registration General office administration duties.

Working period **nuo 2016.03 iki 2017.10**

Company name Pick N Pay Cosmo City

You were working at: Cashiers

Occupation Frontline Supervisor, Cashier

What you did at this job position? Manage retail staff, among which includes people working on the floor, and the cashiers, Make sure pricing is correct, Recruit, Coach, counsel, discipline and train employees, Ensure products are clean and ready to be displayed, Maintain inventory and ensure items are in stock, Ensure promotions are accurate and in tune with company's standards, Make sure that health and safety measures are met, Maintain health and safety measures and store's cleanliness, Organize and distribute staff schedules, Preside over staff meetings. Help, drive, motivate, and encourage retail sales staff to achieve sales targets, Handle customer complaints, issues and questions. Answer incoming calls and respond to inquiries put forth by callers. Ensured cleanliness of the front desk at all times. Manage front line cashiers and keeping it clean all the time. Handle customer questions, complaints, and issues. Assists at different departments within the store. Preside over staff meetings. Organize and distribute staff schedules. Coach, counsel, train, and discipline cashiers. Ensure pricing is correct. Authorize returns, coupons.

Company name Silverpath Consulting

You were working at: Data capturers

Occupation Data Capturer

What you did at this job position? Take and record clients information in the data base, Coordinate the flow of mail in and out of the office, Maintain filing system and file records, Handle collating and photocopying task, Office administration i.e. answering phone calls, faxing, printing, minutes taking, Ensuring all the information on the system is accurate and up-to-date , Assisting with congress/conference registration General office administration duties, s,

**Additional information**

Salary you wish 12000 R per month

How much do you earn now 6000 R per month