



Mpho Boroko

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am a hard working person who takes her job as her number one priority. I have skills in data capturing , filing and administration. Am working as a data capture now and the skills and knowledge that i have can be what your company needs right now. And I have a diploma in Business management.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Kriel Mpumalanga
	Secunda Mpumalanga
	Bethal Mpumalanga
	Ogies / Phola Mpumalanga

Contacts and general information about me

Day of birth	1985-08-26 (39 years old)
Gender	Female
Residential location	Kriel Mpumalanga
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 2016.08 iki 2020.09
Company name	Choppies Retail
You were working at:	Data capturers
Occupation	Capturing Klerk
What you did at this job position?	Capturing invoice, Claims, filing, sending mails and receive them.

Education

Educational period	nuo 2011.01 iki 2013.06
Degree	Diploma
Educational institution	Nkangala FET College
Educational qualification	Business management

Languages

Language	Speaking level	Understanding level	Writing level
Tshivenda	very good	very good	very good
Sepedi	very good	very good	good
isiNdebele	good	good	basic

Computer knowledge

Ms Word
 Ms Excel
 Data base
 Mailing
 PowerPoint

Recommendations

Contact person	Lorah Mashishi
Occupation	Data capture
Company	Choppies Retail
Telephone number	084 831 8864

Additional information

Driver licenses	None
Salary you wish	R7500 R per month
How much do you earn now	R5200 R per month