



# 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	<b>Data capturers</b> Administrative jobs
Preferred work location	<b>Kriel</b> Mpumalanga
	<b>Secunda</b> Mpumalanga
	<b>Bethal</b> Mpumalanga
	<b>Ogies / Phola</b> Mpumalanga

## Contacts and general information about me

Day of birth	1985-08-26 (38 years old)
Gender	Female
Residential location	<b>Kriel</b> Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2016.08 iki 2020.09</b>
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	<b>nuo 2011.01 iki 2013.06</b>
Degree	Diploma
Educational institution	Nkangala FET College
Educational qualification	Business management

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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