



Gloria Mpho Mohale

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Office administrator

I have experience in office and payroll administration, in sales and call centre.

I am hardworking.

I am self-motivated.

I am a people's person.

I am friendly.

I am loyal.

I am able to work under pressure and I can follow instructions.

I am a team player, I work well in a team.

I am goal driven.

I believe in opportunities and changes to prove myself.

I am a professional.

I am neat and organised.

Preferred occupation Administrators
Administrative jobs

Salesperson
Sales jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1991-12-21 (34 years old)

Gender Female

Residential location Sedibeng
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2018.04 iki 2020.03**

Company name Real tree

You were working at: Steel manufacturer

Occupation Payroll administrator

What you did at this job position? Book and verify site employees's working hours and book their leave days and overtime. Order PPE (personal protective equipment) and make sure all site employees including office employees have their necessary PPE, monitoring PPE. Filling, booking employees for their yearly medical and their training courses. Set up meeting and sit in meetings, take minutes in meetings. Order stationary and refreshments.

Working period **nuo 2015.03 iki 2015.06**

Company name Direct channel

You were working at: Call Centre agent

Occupation Insurance broker

What you did at this job position? Sold insurance.

Working period **nuo 2014.03 iki 2015.03**

Company name Game stores

You were working at: Cashiers

Occupation Cashier

What you did at this job position? Assist customers with their purchases, ring customers goods, cash up and switchboard operator.

Education

Educational period **nuo 2011.01 iki 2011.11**

Degree Grade 12 / Matric

Educational institution Rust-Ter-Vaal Combined School

Educational qualification Matric

I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Afrikaans	good	good	good
Sesotho	good	good	good

Computer knowledge

I am computer literate but self taught. I know Microsoft word, a bit of excel and power point. I know outlook and to search things on the internet. I can type 100 words in a minute.

Additional information

Driver licenses

None

Salary you wish

10000 R per month