



Virginia Mosiapo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Customer service
- Office assistance
- Basic office administration
- Book keeping
- Team work
- Leadership Skills

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Mahikeng / Mafikeng North West

Contacts and general information about me

Day of birth	1989-09-01 (36 years old)
Gender	Female
Residential location	Lichtenburg North West
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 2016.10 iki 2018.11
Company name	Decor house
You were working at:	Shop assistants
Occupation	Personal Assistant
What you did at this job position?	• Customer service • Office assistance • Basic office administration • Book keeping • Daily collection of mail • Managing the business

Working period **nuo 2018.12 iki 2020.07**

Company name Coastal Hire

You were working at: Sales administrator

Occupation Front Desk Assistant

What you did at this job position? • Customer service • Office assistance • Basic office administration • Book keeping • Daily collection of mail •

Education

Educational period **nuo 2003.01 iki 2007.12**

Degree Grade 12 / Matric

Educational institution Itshupeng Secondary school

Educational qualification Matric certificate

I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	good	basic	do not know
Setswana	fluent	fluent	fluent

Computer knowledge

Computer literate

Recommendations

Contact person	M.E Nyelenda
Occupation	Owner
Company	Decor House
Telephone number	0839775079
Contact person	P.O Molebatsi
Occupation	Managing Director
Company	Coastal Hire
Telephone number	0727451581

Additional information

Your hobbies Reading, Writing, Listening to music, watching Movies, Singing, Cooking and Baking

Driver licenses None

Salary you wish R4000 R per month

How much do you earn now R0.00 R per month