



Koketso Mapuma

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Cleaning, general and child care services

.I am passionate about my work

.I am ambitious and driven

.I am results -oriented

.Natural leader

.I am highly organized

Preferred occupation Waiters, waitresses
Restaurant, bar service jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1995-09-24 (30 years old)

Gender Female

Residential location Johannesburg
Gauteng

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 2018.01 iki 2020.09**

Company name AMA TRAINING CENTER

You were working at: Receptionists

Occupation data capture

What you did at this job position? Gathering invoices, statement, reports, personal details and document

Working period **nuo 2016.01 iki 2017.12**
 Company name Dimatsego finance
 You were working at: Generals
 Occupation cleaner
 What you did at this job position? dust ,clean,arrange files and mopping

Working period **nuo 2010.01 iki 2012.08**
 Company name micasa mash corner
 You were working at: Waiters, waitresses
 Occupation manager
 What you did at this job position? opening checklist,set an agenda for the staff meeting,pay bills,answer emails,respond reviews and social media posts ,review menu items and explain daily specials to staff

Working period **nuo 2021.04 iki 2021.08**
 Company name Global village guest house
 You were working at: Receptionist
 Occupation front desk clerks
 What you did at this job position? Greet guest and check them into hotels and lodging facilities,give them room and keys,paperwork,make the bed,prepare breakfast

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent

Computer knowledge

.Microsoft word skills
 .Microsoft excel skills
 .English and Hindi typing with 40+ wpm in English and 30+ wpm in Hindi
 .Microsoft power point skills

Additional information

Your hobbies .Reading
 .travelling
 .stone skipping
 .television
 Driver licenses None
 Salary you wish R6500 R per month
 How much do you earn now R3000 R per month