



Moipone Selinyane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job that allows me to use my intra and inte personal skill. One that will allow me to assist whom ever will be requiring my assistance in the respective fieldof interest as mentioned above. I enjoy working with people, i follow instructions well. I can execute tasks without much assistance where need. I thrive alot under pressure as it gives me a sense of challenge for me to what to complete the given task or tasks given.

Preferred occupation	Secretaries Administrative jobs
	Receptionist Administrative jobs
	Online data processor IT, computing jobs
Preferred work location	Bloemfontein Free State

Contacts and general information about me

Day of birth	1989-03-12 (36 years old)
Gender	Female
Residential location	Bloemfontein Free State
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 2020.04 iki 2019.01
Company name	Lesang bana elc
You were working at:	Aftercare assistant
Occupation	Aftercare assistant
What you did at this job position?	Assisted the aftercare teacher with the children. Provided refreshments and snacks for the day, clean up after the children, assisted the younger once when going to the toilet. Assisted the older onces with homework. Assisted with cleaning up the facility after the classes have ended.

Working period	nuo 2018.01 iki 2018.12
Company name	Department of Rural development and agriculture
You were working at:	Cleaners
Occupation	Cleaner
What you did at this job position?	Cleaned the given work stations thoroughly. Requested cleaning materials when needed, made sure my work station was looked after, cleaned, garbage bin taken out, tables and other furniture dusted etc
Working period	nuo 2016.02 iki 2017.06
Company name	Legae Medical centre
You were working at:	Medical receptionist
Occupation	Receptionist
What you did at this job position?	Welcomed patients, assisted with opening files, verified medical funds, organised medical test, blood tests, stored medical information, ordered medical supplies and cleaning supplies, managed Doctors appointments and logged cash payments and other cash transations

Education

Educational period	nuo 2013.04 iki 2011.01
Degree	Diploma
Educational institution	PC training and Business College
Educational qualification	DIP IN information Technology
I could work	As a receotionist, administrative, developer, designer, programmers
Educational period	nuo 2008.01 iki 2008.01
Degree	Grade 12 / Matric
Educational institution	HTS Louis Botha
Educational qualification	Matric

Languages

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

Computer knowledge

Microsoft package
Logis
Bas

Recommendations

Contact person	Mr M Salman
Occupation	REGISTRAR
Company	Department of READ
Telephone number	+27604378353
Email address	mv.salman@gmail.com

Contact person	Puleng Itumeleng
Occupation	Hostel warden
Company	Dept of READ
Telephone number	+27833485969

Additional information

Driver licenses	None
Salary you wish	R8000 R per month
How much do you earn now	R5000 R per month