



Maria Moselaphala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration, Clerk, Mining underground

Typing, filling, word, PowerPoint, Excel, Access, email, copies, admin work

Mining- multi skills,- stope team leader, Machanical loader, winch, explosives, health and safety

Secretary- Communication, meeting minutes writing

Preferred occupation Mining jobs

Preferred work location Mahikeng / Mafikeng
North West

Secunda
Mpumalanga

Rustenburg
North West

Potchefstroom
North West

Kroonstad
Free State

Contacts and general information about me

Day of birth 1987-11-16 (38 years old)

Gender Female

Residential location Klerksdorp
North West

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 2016.10 iki 2017.12**

Company name Studio 88

You were working at: Sales consultant

Occupation Retail

What you did at this job position? Stalk taking, cashier, cleaning,saleslasy

Working period **nuo 2009.09 iki 2009.12**
 Company name Jouberton computer centre
 You were working at: Computer operator
 Occupation Trainer, teaching
 What you did at this job position? Teaching learners, window operations, word, PowerPoint presentation, Excel, Access

Working period **nuo 2019.09 iki 2020.09**
 Company name Candy's Trading Academy
 You were working at: Learnership
 Occupation ECD practitioner (ECD)
 What you did at this job position? Children development, cleaning, educational background, hygiene, activities, office, communication

Working period **nuo 2020.12 iki 2021.04**
 Company name Department of Education
 You were working at: Administrators
 Occupation Assistant Teacher
 What you did at this job position? Filling, office work, typing, printing, copies, Reading, coaching,

Education

Educational period **nuo 2003.01 iki 2007.12**
 Degree Grade 12 / Matric
 Educational institution Chris -hani Secondary school
 Educational qualification Matric
 I could work Yes

Educational period **nuo 2009.01 iki 2009.09**
 Degree Certificate
 Educational institution Jouberton computer centre
 Educational qualification Microsoft unlimited
 I could work Yes

Educational period **nuo 2011.09 iki 2013.12**
 Educational institution Anglo Gold Ashanti mine
 Educational qualification National certificate in mining level 2
 I could work Yes

Educational period	nuo 2019.09 iki 2020.09
Degree	Certificate
Educational institution	Candy's Trading Academy
Educational qualification	Early Childhood development (ECD) level 4
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	very good	very good	very good

Computer knowledge

Word

PowerPoint

Access

Excel

Email

Typing

Copy, cut and paste

Recommendations

Contact person	Mrs Lerato Makoa
Occupation	Human Resources
Company	Anglo Gold Ashanti mine 018
Telephone number	018 700 2277
Contact person	Mr Ketshabile M
Occupation	HOD Are-Fadimeheng Secondary school
Company	Department of Education
Telephone number	079 305 9677
Contact person	Ms Kedibone Hendriks
Occupation	ECD Assessor
Company	Candy's Trading Academy
Telephone number	074 484 0599

Additional information

Your hobbies	I have my attachments
	Matric certificate
	Computer certificate

	National certificate of Mining level 2
	Reading skills
	Communication skills
	Drivers licence code 10, and driving skill
	Passport
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2020-01-00 (6 years)