

# 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, Mechanical 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)

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

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

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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)