



Malerato Matabane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm open to new challenges, I listen attentively. I am a hard working person and I take pride in doing my job. I am matriculated and have done a computer literacy course.

I'm looking for a general work., reception or office cleaning job.

| | |
|-------------------------|--|
| Preferred occupation | Generals General jobs |
| Preferred work location | Johannesburg Gauteng Pretoria / Tshwane Gauteng |

Contacts and general information about me

| | |
|----------------------|--|
| Day of birth | 1977-01-21 (48 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 2013.08 iki 2016.02 |
| Company name | Bidair services |
| You were working at: | Generals |
| Occupation | Customer service agent |
| What you did at this job position? | Assisting passengers to and from the flights. Helping those who can't walk long distance with wheelchairs. Accompanying first time flyers and young passengers to board the flights. |

Working period **nuo 2004.11 iki 2008.06**
 Company name Spur restaurant
 You were working at: Waiters, waitresses
 Occupation Waitres
 What you did at this job position? Taking orders placing orders and serving customers with food and beverages

Working period **nuo 2016.06 iki 2017.07**
 Company name DBSCHENKER
 You were working at: Pickers, packers
 Occupation Picking orders and assisting with stock taking
 What you did at this job position? Warehouse assistance

Working period **nuo 2017.11 iki dabar**
 Company name Africlean
 You were working at: Cleaners
 Occupation General worker
 What you did at this job position? Cleaning offices and checking cleaning materials and placing orders if they finished

Education

Educational period **nuo 1996.01 iki 1996.11**
 Degree Grade 12 / Matric
 Educational institution Gaetscho High school
 Educational qualification Matric certificate

Educational period **nuo 2016.05 iki 2016.11**
 Degree Certificate
 Educational institution Richfield educational institution
 Educational qualification Euc certificate (computer literacy)

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | good | very good | fluent |

Computer knowledge

MS Access

MS PowerPoint

Ms word

Recommendations

Introduction to PC

Contact person

Eugene Van Mondellorf

Ms Excel

Occupation

Manager

MS Outlook

Company

Africlean

Telephone number

0729978297

Additional information

Your hobbies

Reading and watching TV

Salary you wish

5000 R per month

How much do you earn now

5600 R per month