



# Irene Mhloti Makamu

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm a mother of three, a widow. Currently I'm working at SPARK Primary School Kempton Park as aftercare teacher. Started 06 January 2019 up to date. In my spare time I assist in reception with filling, scanning, emailing parents, ordering stationery, cleaning materials, groceries. When our receptionist is off I step in to cover reception.

My previous experience, I worked at SPARK Support office in Rosebank as Office Operation assistance from 28 June 2017 to 16 December 2018. I cleaned the offices, making tea, preparing conference halls, prepare refreshments, welcoming visitors and direct them to the right department.

I also worked in Vuwa Lodge in Polokwane from 06 January 2008 to 30 April 2011 as housekeeper. Cleaning rooms and doing laundry. From 01 May 2012 to 27 February 2015 as a receptionist, handling incoming and outgoing calls, emailing and faxing quotations, invoices, statements, handling cash and banking, booking rooms and conferences, ordering cleaning materials, stationery and groceries.

I'm a hard worker, ability to work independently as well as team. Will go the extra mile, ability to work under pressure. Punctual and time management. I'm a fast learner and I love to learn new things.

Preferred occupation	Generals General jobs
Preferred work location	East Rand Gauteng

## Contacts and general information about me

Day of birth	1975-02-07 (50 years old)
Gender	Female
Residential location	Polokwane / Pietersburg Limpopo
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users.

**Work experience**

Working period	<b>nuo 2019.01 iki 2019.10</b>
Company name	SPARK School Kempton Park
You were working at:	Aftercare assistant
Occupation	Education
What you did at this job position?	I teach scholars, help with out and inside activity. Communicate with parents
Working period	<b>nuo 2017.06 iki 2018.12</b>
Company name	SPARK Support Office
You were working at:	Cleaners
Occupation	Education
What you did at this job position?	Clean the offices, welcome vistors offer them refreshments and prepared confernces halls and offer snacks or lunch
Working period	<b>nuo 2008.01 iki 2015.02</b>
Company name	Vuwa Lodge
You were working at:	Receptionists
Occupation	Guest House/ Hospitality
What you did at this job position?	2008-2011 housekeeping, and 2011-2015 Receptionist

**Education**

Educational period	<b>nuo 2021.01 iki 2022.01</b>
Degree	Certificate
Educational institution	UNISA
Educational qualification	Early Childhood Development Management
I could work	Child welfare, pre-schools. aftercare
Educational period	<b>nuo 2002.03 iki 2003.04</b>
Degree	Diploma
Educational institution	Proud Skills Development College
Educational qualification	Human Resource Management
I could work	Any company
Educational period	<b>nuo 1990.01 iki 1997.04</b>
Degree	Grade 12 / Matric
Educational institution	Madonsi High School
Educational qualification	Matric
I could work	General Jobs

## Languages

Language	Speaking level	Understanding level	Writing level
Xitsonga	fluent	fluent	fluent
English	very good	very good	fluent
Tshivenda	very good	very good	good
Sepedi	good	very good	good
isiZulu	good	good	good

## Computer knowledge

I have knowledge in:

- Ms Excel
- Ms Windows 95/98
- Ms Office-
- Ms Word
- Ms Power point
- Office Practice
- Ms Outlook

## Recommendations

Contact person	Mrs Sandra Moodley
Occupation	School Operation Manager
Company	SPARK School Kempton Park
Telephone number	083 309 8350
Email address	sandra.moodley@sparkschools.co.za
Contact person	Ms Mumsy Mashile
Occupation	Manager
Company	Vuwa Lodge
Telephone number	072 798 1165
Email address	bookings@vuwalodge.co.za
Contact person	Ms Thamishka Naaido
Occupation	Office Manager (OM)
Company	SPARK School Kempton Park
Telephone number	084 574 5168
Email address	thamishka.naaido@sparkschools.co.za

## Additional information

Your hobbies	I love reading -jogging
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	-baking -Trying new recipe -Watching TV
Driver licenses	None
Salary you wish	R9,550.00 R per month
How much do you earn now	R 7,575.00 R per month