



Lerato Mashitoa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have N3 National Certificate and N6 Certificate in Management Assistant.

I have 5 years experience in retail as a Multi skilled cashier and also 2 years experience as admin clerk.

I take pride in my work and eager to learn new things. I work well in a team and also individually. I am good in planning and always strive to complete duties given to me

Preferred occupation Retail, store jobs

Preferred work location Limpopo

Contacts and general information about me

Gender Female

Residential location Lebowakgomo
Limpopo

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2013.12 iki 2016.12**

Company name Volpes

You were working at: Cashiers

Occupation Multi skilled cashier

What you did at this job position? Assisting customers, receiving and making calls and assisting at the till point

Working period **nuo 2011.12 iki 2013.11**

Company name Miladys

You were working at: Shop assistants

Occupation Store Associate

What you did at this job position? Merchendising of stock, assisting customers, faxing and filing and assisting at the till point

Working period	nuo 2006.06 iki 2008.06
Company name	Gauteng department of education
You were working at:	Filing clerk
Occupation	Admin Clerk
What you did at this job position?	Answering and making calls, processing of claim and leave forms, filling and making copies and writing minutes in a meetind

Education

Educational period	nuo 2003.01 iki 2003.11
Degree	Certificate
Educational institution	Capricorn tvet College
Educational qualification	N3 National Certificate
I could work	Yes

Educational period	nuo 2004.01 iki 2005.06
Degree	Certificate
Educational institution	Tshwane North College
Educational qualification	N6 Management Assistant
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Sepedi	very good	very good	very good

Computer knowledge

I did computer practice and information processing

Recommendations

Contact person	Mumsy Nxumayo
Occupation	Store manager
Company	Volpes
Telephone number	015 265 1288/ 076 846 1493

Contact person	Mpho Hlatshwayo
Occupation	Supervisor
Company	Miladys
Telephone number	071 826 4025

Additional information

Your hobbies	Love reading, listening to music, baking and cooking
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2015-08-00 (10 years)
Salary you wish	R6000 R per month
How much do you earn now	R0.00 R per month