



# Baleseng Maubane

Curriculum Vitae (CV)

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

I am looking for any available position for someone with matric only, I have experience as a filing clerk, customer assistant and a receptionist and i also have a bit of data capturing experience.

I am a fast learner and am always open to new ideas and i like learning more about things. And I am a team player and I give my all to my job

Preferred occupation

Receptionist

Administrative jobs

Filing clerk

Administrative jobs

Data capturers

Administrative jobs

Generals

General jobs

Shop assistants

Retail, store jobs

Personal assistant

Administrative jobs

Preferred work location

Pretoria / Tshwane

Gauteng

## Contacts and general information about me

Day of birth

1995-03-08 (30 years old)

Gender

Female

Residential location

Pretoria / Tshwane

Gauteng

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 2022.08 iki 2022.09**  
 Company name Wits rhi(block x clinic)  
 You were working at: Filing clerk  
 Occupation Filing clerk  
 What you did at this job position? Retrieving files and archiving

Working period **nuo 2022.07 iki 2022.08**  
 Company name Woolworths  
 You were working at: Shop assistants  
 Occupation Customer assistant  
 What you did at this job position? Stock packing

Working period **nuo 2018.04 iki 2020.05**  
 Company name Wino office supplies  
 You were working at: Filing clerk  
 Occupation Filing clerk  
 What you did at this job position? Answering the phone,filing invoices

Working period **nuo 2016.10 iki 2018.03**  
 Company name Pharmacy direct  
 You were working at: Data capturers  
 Occupation Site agent  
 What you did at this job position? Data capturing

### Education

Educational period **nuo 2009.01 iki 2014.12**  
 Degree Grade 12 / Matric  
 Educational institution Mabopane Secondary school  
 Educational qualification National senior certificate

### Languages

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

### Computer knowledge

Windows  
 Microsoft office  
 Pastel

### Recommendations

Contact person                      Bridgette Mashaba  
 Occupation                              Treatment navigator  
 Company                                  Wit rhi  
 Telephone number                      0813134790

Contact person                      Daniel Thokoana  
 Occupation                              General manager  
 Company                                  Wino office supplies  
 Telephone number                      067 106 6652  
 Email address                              dan@winost.co.za

Contact person                      Sebueng Raphiri  
 Occupation                              Site agent  
 Company                                  Pharmacy direct  
 Telephone number                      079 435 3982

### Additional information

Your hobbies                              Reading  
 Driver licenses                              None  
 Salary you wish                              4000 R per month  
 How much do you earn now              000 R per month