



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 (29 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