



Mmabothale Felicity Madutung

Curriculum Vitae (CV)

What job i'm looking for? My positive points

For an entry level job, that will allow me to grow and gain skills.

Preferred occupation

Administrators
Administrative jobs

Debtors clerk
Administrative jobs

Debt collector
Administrative jobs

Debtors clerk
Finance jobs

Data capturers
Administrative jobs

Bookkeeper
Administrative jobs

Preferred work location

Johannesburg
Gauteng

West Rand
Gauteng

East Rand
Gauteng

Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth

2001-01-28 (24 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.
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Work experience

Working period	nuo 2021.08 iki 2022.12
Company name	THE wing Republic
You were working at:	Waiters, waitresses
What you did at this job position?	<ul style="list-style-type: none"> • Informed customers about daily and seasonal specials • Greated customers and took there drink and food orders • used credit machines and handled cash to cash out customers • stayed up to date with the menu changes and helped customers with food choices • folded napkins and prepared silverware • kept serving area clean • Maintained customer satisfaction with table check in

Education

Educational period	nuo 2018.01 iki 2018.11
Degree	Grade 12 / Matric
Educational institution	Topaz Secondary School
Educational qualification	Grade 12
I could work	Yes

Educational period	nuo 2019.02 iki 2022.01
Degree	Diploma
Educational institution	The institute of certified bookkeepers
Educational qualification	Technical financial accounting
I could work	Yes

Languages

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

Computer knowledge

Microsoft office and pastel accounting

Conferences, seminars

None

Recommendations

Contact person	Nomfundo Luthuli
Occupation	Mentor
Telephone number	0670423633
Email address	nomfundoluthuli7@gmail.com

Additional information

Your hobbies	Reading, movies, listening to music
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Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	00 R per month