



Melicia Moapese

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Anything to do with data capturing or admin office based

Preferred occupation	Data capturers
	Administrative jobs
	Government jobs
	Government jobs
Preferred work location	Generals
	General jobs
	Learnership
	Other jobs
Preferred work location	Bloemfontein
	Free State

Contacts and general information about me

Day of birth	1993-03-06 (31 years old)
Gender	Female
Residential location	Kimberley Northern Cape
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2022.03 iki 2023.06
Company name	Righ to care
You were working at:	Part time jobs
Occupation	Data Capturer
What you did at this job position?	Captured All important details of patients that are willing to get vaccinated and captured for the vaccinator that I would be paired with

Working period **nuo 2018.01 iki 2019.02**
 Company name Fishaways
 You were working at: Restaurant managers
 Occupation Assistant Manager
 What you did at this job position? Stock taking cashout all cashiers gvr all needed documents

Working period **nuo 2015.01 iki 2015.12**
 Company name Department of Education
 You were working at: Learnership
 Occupation Reading Coach
 What you did at this job position? I helped all the learners that had problems with reading and writing

Working period **nuo 2014.01 iki 2014.12**
 Company name Department of Education
 You were working at: Learnership
 Occupation Registry Clerk
 What you did at this job position? I backdated and captured all information of retired teachers

Education

Educational period **nuo 2007.01 iki 2011.12**
 Degree Grade 12 / Matric
 Educational institution Northern Cape High School

Educational period **nuo 2014.01 iki 2014.11**
 Degree Certificate
 Educational institution ATTI
 Educational qualification OAS and Project Management

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Afrikaans	good	good	good
Setswana	good	good	good

Computer knowledge

Yes

Additional information

Your hobbies Cooking
 Listening to music

	Watching Movies
	Reading Novels and Bonding with my daughter
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	9874 R per month