



# Mathodi Mareika Seloane

Curriculum Vitae (CV)

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

Administrative job, Receptionist,data capturer, general worker,cashier,clerk,finance,

Preferred occupation

Administrators  
Administrative jobs

Banking  
Finance jobs

Cashiers  
Retail, store jobs

Government jobs  
Government jobs

Preferred work location

Pretoria / Tshwane  
Gauteng

Polokwane / Pietersburg  
Limpopo

Lebowakgomo  
Limpopo

Marblehall  
Limpopo

East Rand  
Gauteng

## Contacts and general information about me

Day of birth

1991-09-15 (32 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 2012.11 iki 2013.04**  
 Company name Woolworths  
 You were working at: Cashiers  
 Occupation Till operator and sales assistant  
 What you did at this job position? To demonstrate customer service , apply selling skills, demonstrate product knowledge

Working period **nuo 2013.11 iki 2015.11**  
 Company name City of Tshwane Municipality  
 You were working at: Administrators  
 Occupation Office Administrator  
 What you did at this job position? Organize Office filing system, manually and automatically, monitor attendance register, capturing client information on data ease, preparing timesheet for contractors on a monthly basis,answering phone machine

Working period **nuo 2021.04 iki 2021.07**  
 Company name Department of Education  
 You were working at: Administrators  
 Occupation In service training as fleet clerk  
 What you did at this job position? Assist in controlling fuel claims, checking and verifying fuel claims, recording and filling documents,data capturing

Working period **nuo 2021.08 iki 2022.10**  
 Company name Kalapeng Pharmacy  
 You were working at: Cashiers  
 Occupation Pharmacy Assistant Front shop  
 What you did at this job position? Demonstrate customer service, delivery payment and perform daily cash up, using safeguard machine effectively

Working period **nuo 2022.10 iki 2023.01**  
 Company name Department of Health  
 You were working at: Administrators  
 Occupation EPWP Admin Clerk Assets Management  
 What you did at this job position? Maintenance of assets register, maintain records keeping of disposal, conduct assets verification

## Education

Educational period **nuo 2019.01 iki 2019.12**  
 Degree Grade 12 / Matric  
 Educational institution Phasoane High School  
 Educational qualification National senior certificate

Educational period **nuo 2010.02 iki 2011.06**  
 Degree Diploma  
 Educational institution Tshwane North TVET college  
 Educational qualification Financial Management

Educational period **nuo 2018.02 iki 2020.12**  
 Degree Diploma  
 Educational institution Tshwane university of Technology  
 Educational qualification Public Management

#### Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

#### Computer knowledge

Basic computer literate

#### Recommendations

Contact person Ms Penny Funani  
 Occupation Line Manager  
 Company Woolworths  
 Telephone number 0791945808

Contact person Mr Lesiba Koma  
 Occupation Admin clerk Transport section  
 Company Department of Education  
 Telephone number 0156339527

Contact person Ms Dikau Kekana  
 Occupation Admin clerk assets Management  
 Company Department of Health  
 Telephone number 0156221560

#### Additional information

Your hobbies Listening to music  
 Playing sudoku  
 Reading novels

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2022-08-00 (1 years)

Salary you wish 15000 R per month