



Dorcas Mantoa Smith

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am looking for general worker position or cleaning supervisor position as I have experience in the field

Preferred occupation	Generals General jobs
Preferred work location	Brits North West
	Hartbeespoort North West

Contacts and general information about me

Day of birth	1979-09-18 (46 years old)
Gender	Female
Residential location	Brits North West
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2016.02 iki 2022.02
Company name	Lsc simunye
You were working at:	Cleaners
Occupation	Supervisor
What you did at this job position?	Overseeing smooth running on side eg.meeting required work procedure, meetings with client.make sure health and safety procedure are followed, ordering of stock,timesheets capturing, ordering of uniforms, discipline of staff, capturing of attendance register

Working period	nuo 2011.04 iki 2014
Company name	SSG cleaning
You were working at:	Cleaners
Occupation	Supervisor
What you did at this job position?	Making sure of smooth running of side, doing inspection, capturing timesheets, meetings with client ordering of stock and uniforms, making sure health and safety procedures are followed, disciplinary actions are taken

Education

Educational period	nuo 2011.01 iki 2011.07
Degree	Certificate
Educational institution	Central college of business and computer studies
Educational qualification	Data capturing
I could work	As a data capturer

Languages

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

Computer knowledge

Microsoft word and excel,

Recommendations

Contact person	Helouise Vanrooiyen
Occupation	Mananger
Company	Lsc
Telephone number	0798876995
Contact person	Mrs Deanne Burns
Occupation	Operation manager
Company	SSG cleaning
Telephone number	0722035787

Additional information

Your hobbies	Reading and netball
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2015-03-00 (10 years)
Salary you wish	12 000 R per month
How much do you earn now	10 000 R per month