



Bontle Mothupi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm a hard worker and a faster worker ,I'm very cautious with attention to detail,I can learn fast with positions that I'm not experienced on and I'm also a very friendly individual .

Preferred occupation Secretaries
Administrative jobs

Contacts and general information about me

Day of birth 1986-01-06 (40 years old)

Gender Female

Residential location Johannesburg
Gauteng

Telephone number *Information is available only for registered users.*
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Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2016.02 iki 2023.09**

Company name @home living space (TFGgroup)

You were working at: Salesperson

Occupation Furniture consultant

What you did at this job position? Welcoming and acknowledging customers in the store ,creating LFS ORDERS for new and old guests that would like to make a purchase for furniture in the Warehouse ,admin for paperwork to be placed in order ,creating quotations and making follow ups with our warehouse and customers as well attention to details with all the guests orders and sending emails to the store manager and the admin managers for communications Bach order stock ,creating a pitch to new decorators companies and creating advertisement of promotional items and not forgetting to always be on par with our new furniture stock arrivals and set them for advertising,open and closing of the store ,back office check for targets of the store and stuff target given ,creating a rapport with old and new clients and managements .during the quietness of the store I need to go out to our competitors stores to check how their business is going and checking their latest styles of furniture designs and what they currently selling on specials or promotions .

Education

Educational period	nuo 2011.01 iki 2015.12
Degree	Grade 11
Educational institution	Qlmtont techni al high school
Educational qualification	Commercial subject with maths literature
I could work	On retail for 7 years as a sales associate and got promoted to furniture consultant not forgetting finishing my admin control training at the company I was working for .
Educational period	nuo 2022.01 iki 2023.06
Degree	Certificate
Educational institution	Skills academy distance learning college
Educational qualification	Certificate of corporate investigation and investigative audit course
I could work	I have not as yet looked for a job with my current certificate as I'm currently studying part time again for a National diploma on Legal Secretary and I have just started last year 2023 on July and will be writing my first exam on June ,
Educational period	nuo 2023.07 iki 2024.12
Degree	Diploma
Educational institution	Oxbridge academy distance learning college
Educational qualification	Legal Secretary national diploma
I could work	At any private or Government services with my national diploma once I have finished with my studies and I would be a very great candidate for the company.

Languages

Language	Speaking level	Understanding level	Writing level
Setswana	very good	fluent	very good
isiZulu	very good	very good	good
English	fluent	very good	very good
Afrikaans	basic	very good	basic

Computer knowledge

I can type on a computer and have a knowledge of basic skills of how to operate the computer ,micro word , excel,emails saving into my drive and creating a CV ,I can fax and copy via a computer as well .and recieving calls from my computer .

Conferences, seminars

I have learned all my computer skills from my previous job that I worked at ,I have never went for any computer course .

Recommendations

Contact person	Hlengiwe Mdladla
Occupation	Floor manager
Company	@home living space TFGgroup
Telephone number	+27 81 048 8979 or 0117295030
Email address	hlengiwem@home.co.za

Additional information

Your hobbies	Dancing ,reading,communicating ,listening to music ,and gym .
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2023-10-00 (2 years)
Salary you wish	10000 R per month