



Zacharia Mochaoane Liphoko

Curriculum Vitae (CV)

What job i'm looking for? My positive points

1. I'm looking for Clerical and General Assistant job.
2. My positive points are: I'm a team work player, I'm a hard worker and I'm very enthusiastic about my work.

Preferred occupation	Administrators
	Administrative jobs
	Receptionist
	Administrative jobs
	Data capturers
Preferred work location	Administrative jobs
	Personal assistant
	Administrative jobs
	Filing clerk
	Administrative jobs
Preferred work location	Bloemfontein
	Free State
	Sasolburg
	Free State
	Welkom
	Free State

Contacts and general information about me

Day of birth	1989-06-16 (36 years old)
Gender	Male
Residential location	Kroonstad
	Free State
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 2016.08 iki 2018.03**

Company name Motswela Secondary School

You were working at: Administrators

Occupation Administration clerk

What you did at this job position? Managing funds of the school, answering telephone, photocopying, attending to visitors, receiving and sending of emails, and other duties given to me by management.

Working period **nuo 2023.12 iki 2025.01**

Company name Cashbuild Hardware

You were working at: Generals

Occupation General Assistant

What you did at this job position? I was attending to customers, I was controlling stock, receiving stock from suppliers.

Education

Educational period **nuo 2012.01 iki 2016.06**

Degree Certificate

Educational institution Flavius Mareka TVET College

Educational qualification Businesses Management N6 and Office Administration NQF L4

I could work Under pressure, I'm also a team work player.

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

1. Microsoft Word.
2. Excel.
3. Power Point.
4. Database.
5. Pastel.

Recommendations

Contact person Mr T.P Macheli

Occupation Principal

Company Motswela Secondary School

Telephone number 056 218 1188

Email address motswela@kroonstad.co.za

Contact person	Miss Manana Molifi
Occupation	Assistant Manager
Company	Cashbuild Hardware
Telephone number	056 402 0005

Additional information

Your hobbies	1. Reading. 2. Listening to music.
Driver licenses	None
Salary you wish	R12 000.00 R per month