



# Maria Dipudi

Curriculum Vitae (CV)

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

I am seeking an entry-level role in customer service, data support, or administrative assistance where I can apply my organisational skills, attention to detail, and ability to work with information accurately. I am interested in a position that allows me to support customers or teams, manage records, handle queries, and contribute to efficient daily operations. I am eager to learn, grow professionally, and add value to an organisation through reliability, strong communication, and a positive work ethic.

Preferred occupation **Customer care agent**  
Administrative jobs

Preferred work location **Johannesburg**  
Gauteng

## Contacts and general information about me

Day of birth **1993-11-20 (32 years old)**

Gender **Female**

Residential location **Johannesburg**  
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 2021.02 iki 2022.11**

Company name **FoodBank**

You were working at: **Administrators**

Occupation **Social service**

What you did at this job position? **Data Capture**

## Education

Educational period **nuo 2014.01 iki 2014.12**

Educational institution **Tlokwe Secondary School**

Educational qualification **grade 12**

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

**Computer knowledge**

Organized and detail-oriented professional with experience in data capturing, virtual assistance, and social support roles. Skilled in managing and maintaining accurate information, coordinating administrative tasks, and preparing clear, well-structured reports. Proficient in Excel, Power BI, SQL, and Python, with a strong ability to identify patterns, improve processes, and support effective decision making.

**Recommendations**

Contact person	Senzo
Occupation	Manager
Company	Foodbank
Telephone number	082 488 5248

**Additional information**

Your hobbies	<b>SKILLS</b> <ul style="list-style-type: none"> <li>• Data Capturing &amp; Data Management</li> <li>• Data Analytics</li> <li>• Microsoft Excel (including Pivot Tables)</li> <li>• Power BI</li> <li>• SQL</li> <li>• Python</li> <li>• Data Visualization</li> <li>• Administrative &amp; Virtual Assistance</li> </ul>
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	N/A R per month