



Portia Mashabathakga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard working individual ambitious and self- motivated employee,competent to work unsupervised enthusiastic as a team memeber,a dynamic individual commanding good enterpersonal and good communication skill, I learn and adjust quickly in any environment and also have experience in all of the above mentioned jobs for my criteria,i am looking foward to here from you.thank you.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Cashiers Retail, store jobs |
| | Administrators Administrative jobs |
| Preferred work location | Pretoria / Tshwane Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1985-06-16 (40 years old) |
| Gender | Female |
| Residential location | Pretoria / Tshwane Gauteng |
| 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 2011.08 iki 2013.04 |
| Company name | Shoprite |
| You were working at: | Cashiers |
| Occupation | money market clerk |
| What you did at this job position? | sending and receiving customers 's money,municipality rent and accounts payments,airlpane,bus soccer en evens tackets bookings selling savings stamps and filing,more importantly is how to take controll of my own float. |

Working period **nuo 2008.03 iki 2008.07**
 Company name jet store
 You were working at: Shop assistants
 Occupation customer service and canvass
 What you did at this job position? opening of accounts and attending to customer guiries and also confirm the approval of thier accounts.

Working period **nuo 2013.10 iki 2015.05**
 Company name Bidvest protea coin
 You were working at: Guards
 Occupation Security guard.
 What you did at this job position? gurdung, monitoring of cctv fortages writing everyday's reports, filling. more importantly ensuring the safety of the company is in our controll.

Education

Educational period **nuo 2003.01 iki 2007.12**
 Degree Grade 12 / Matric
 Educational institution Masedi high school
 Educational qualification senior cerificate(matric)
 I could work at retailer's

Educational period **nuo 2008.01 iki 2008.04**
 Degree Certificate
 Educational institution graduate school of public development and management
 Educational qualification computer literacy
 I could work office clerk

Educational period **nuo 2015.02 iki 2015.06**
 Degree Certificate
 Educational institution Big o traiding 251
 Educational qualification food and bavareges
 I could work hottels and resturants.

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| Sepedi | fluent | fluent | fluent |
| Afrikaans | good | basic | good |
| isiZulu | basic | very good | good |

Computer knowledge

Ms office, Ms word, Ms publisher, Ms power point, Ms excel, and internet.

Recommendations

| | |
|------------------|-----------------|
| Contact person | Mrs Mokoena |
| Occupation | Supervisor |
| Company | Home affairs |
| Telephone number | 0124022000 |
| Email address | mokoana@dha.gov |

Additional information

| | |
|--------------------------|--|
| Your hobbies | Internet, watching TV, reading news papers and magazines, listening to gospel music. |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2015-11-00 (10 years) |
| Salary you wish | 5000 to 6000 R per month |
| How much do you earn now | 3200,00 R per month |