



Boitumelo Vicky Mohapi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration and Receptionist.

My organised nature and personable attitude make me a great candidate for this position. I am creative problem solver. I am able to work independently and also function well in team work and enthusiastic to improve performance. I am self driven person and willing to learn. I provide exceptional client service in person and on the phone.

Preferred occupation Administrative jobs

Receptionist
Administrative jobs

Administrators
Administrative jobs

Preferred work location Pretoria / Tshwane
Gauteng

Bloemfontein
Free State

Contacts and general information about me

Gender Female

Residential location Pretoria / Tshwane
Gauteng

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 2012.04 iki 2014.06**

Company name Identity Store

You were working at: Shop assistants

Occupation Cash Desk Consultant

What you did at this job position? Customer service, handling administration, Banking, Floor Manager and receiving and counting of cash

Working period **nuo 2006.04 iki 2007.05**

Company name Bibi Cash and Carry

You were working at: Cashiers

Occupation Cashier

What you did at this job position? customer service, banking and reciving counting of cash

Education

Educational period **nuo 2011.06 iki 2015.11**

Degree Certificate

Educational institution Human resource management

Educational qualification N6 Labour Relations

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	fluent
Sesotho	fluent	fluent	fluent

Computer knowledge

Microsoft office: MS Word, MS Excel, MS Power Point and MS Publisher

Internet

Mailing

Conferences, seminars

Sage Premier Workshop

Customer Service Workbook

Service Desk Skills workbook

Recommendations

Contact person	Mrs F Radebe
Occupation	Former Identity manager
Company	Identity Store
Telephone number	082 7370 294
Contact person	Mr Ebrahim Maloa
Occupation	Manager
Company	Bibi Cash and Carry
Telephone number	0825373498

Additional information

Your hobbies Reading

	Singing
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2015-06-00 (10 years)
Salary you wish	7 000.00 R per month
How much do you earn now	Currently not working R per month