



Tebello Tabaliatile

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for office admin clerk job vacancies or client service consultant. I am a very competent office clerk, I have five years experience doing admin work and working directly with customers. I am very discreet, I am also customer oriented.

Preferred occupation	Administrators Administrative jobs
	Other jobs Other jobs
Preferred work location	Bloemfontein Free State

Contacts and general information about me

Day of birth	1988-01-08 (37 years old)
Gender	Female
Residential location	Other North West North West
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 2014.07 iki 2017.05
Company name	Lephola Savings and Cerdit
You were working at:	Banking
Occupation	Office Clerk
What you did at this job position?	Communicate with customers to explain information, take order and address complaints. Answer telephone and take messages. Compile, copy, sort and file records of office activities and business transactions. Operate office machines such as photocopiers and personal computers. Compute, record and proofread data and reports. Disburse money and do basic bookkeeping. Prepare and process government forms and expense reports.

Working period	nuo 2012.02 iki 2014.06
Company name	Prestige Furnitures
You were working at:	Cashiers
Occupation	Cashier
What you did at this job position?	Collecting and capturing customer information. Updating customers ledger on a daily basis. Capturing daily flash figures. Managing the petty cash. Preparing monthly reports. Drafting smartlist for the month. Banking

Education

Educational period	nuo 2009.07 iki 2011.06
Degree	Diploma
Educational institution	Lerotholi Polytechnic
Educational qualification	Marketing Management

Languages

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

Computer knowledge

Microsoft word,microsoft exel,microsoft powerpoint,microsoft outlook,internet

Recommendations

Contact person	Maramosoeu Maretlane
Occupation	Check clerk/my immediate supervisor
Company	Lephola Savings and Credit
Telephone number	22318200
Email address	maretlane@lepholasavings.com
Contact person	Mathato Lebelo
Occupation	Former branch manager
Company	Prestige Furnitures
Telephone number	22313344
Contact person	Maretsepile Nkakala
Occupation	IT Supervisor
Company	Lephola Savings and Credit
Telephone number	22318200
Email address	nkakalam@gmail.com

Additional information

Your hobbies	Listening to radio,reading newspapers
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	5000 R per month