



# 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

Preferred work location

## **Contacts and general information about me**

Day of birth 1988-01-08 (38 years old)

Residential location Other North West  
North West

**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 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	<b>nuo 2012.02 iki 2014.06</b>
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	<b>nuo 2009.07 iki 2011.06</b>
Degree	Diploma
Educational institution	Lerotholi Polytechnic
Educational qualification	Marketing Management

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
Sesotho	fluent	fluent	fluent
English	good	very good	very good

### **Computer knowledge**

Microsoft word,microsoft exel,microsoft powerpoint,micosoft 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