



Maureen Makapan

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im looking for data capturer job, i have 2 and years working expirience, working as office administration and data capturer, answering telephone inquiries,attending and distributing incoming and outgoing mails, attending incominng and outgoing fax document, typing of document. i also have computer skills, i have good nknowledge and background of microsoft packages,msword,ms excell, ms access, ms powerpoint, ms outlook and typing skills,ability to communicate at alllevel.analytic,problem solving and writing. i have cleaning expirience, mooping floor,dustin,taking out f rubbishbin, washing dishes, i maintain that during my working as service provider at neo primary school.

Preferred occupation	Generals
	General jobs
	datacapturer
	Administrative jobs
Preferred work location	Pretoria / Tshwane
	Gauteng

Contacts and general information about me

Day of birth	1970-08-23 (55 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 2006.06 iki 2007.08**
 Company name dep of mineral resources
 You were working at: Administrators
 Occupation office admin
 What you did at this job position? data capturer,typing of document, filling, binding and shredding, making of photocopying of document, attending to incoming and outgoing mails, attending to incoming and outgoing faxes,binding files and shredding,

Working period **nuo 2012.06 iki 2012.10**
 Company name on the dot (media24)
 You were working at: Administrators
 Occupation office administration
 What you did at this job position? data capturer,filling and recording of invoices

Education

Educational period **nuo 1997.01 iki 1997.11**
 Degree Diploma
 Educational institution dynamic secretarial and computer training
 Educational qualification secretarial diploma
 I could work office administration

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	fluent	fluent	fluent

Computer knowledge

i have good nknowledge and backround of microsoft packages, ms wpord, ms excel,ms powerpoint,ms outlook and typing skills

Conferences, seminars

submission of report,memos

Recommendations

Contact person miss eva sesaletse
 Occupation personal assistant
 Company department of mineral resources
 Telephone number 0124443065
 Email address eva.sesaletse@dnr.gov

Contact person	mr jacob boshielo
Occupation	anglo american
Company	inspector of mines
Telephone number	083461 3822
Email address	jacob68@gmail.com

Contact person	mr benjamin rapolai
Occupation	department of home affairs
Company	admin officer
Telephone number	012-306 0800
Email address	benjaminrapolai@hrm.gov

Additional information

Your hobbies	to communicate at all level. cooking ,baking, reading , waching tv
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	100 R per month