



Lesedi Motsoapong

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a young individual who is willing to learn and adapt easy to change, I'm vibrant and passionate about people. I'm a very patient person who understands different cultures and religions. I have the ability to deal with every and any difficult situation.

I'm very proficient in English, I have great typing skills and I'm excellent in customer services.

Preferred occupation Customer care agent
Administrative jobs

Receptionists
Hotel jobs

Generals
General jobs

Preferred work location Johannesburg
Gauteng

Sedibeng
Gauteng

East Rand
Gauteng

West Rand
Gauteng

Contacts and general information about me

Day of birth 1993-04-09 (31 years old)

Gender Female

Residential location Johannesburg
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2018.07 iki 2018.11**

Company name Post office

You were working at: Front Desk Agent

Occupation Lenasia Johannesburg

What you did at this job position? Sassa campaign

Working period **nuo 2017.08 iki 2018.05**

Company name Webhelp SA

You were working at: Sales agent

Occupation Parktown Johannesburg

What you did at this job position? Sell BNPL / Taking customers complains

Working period **nuo 2016.09 iki 2017.07**

Company name BNJ Tax & Financial Consultants

You were working at: Filing clerk

Occupation Lenasia South Johannesburg

What you did at this job position? PA to CEO / Receptionist / Filing / Personal Tax Consultant

Education

Educational period **nuo 2010.01 iki 2010.12**

Degree Grade 12 / Matric

Educational institution Southview High

Educational period **nuo 2014.02 iki 2014.06**

Degree Certificate

Educational institution PC Training & Business College

Educational qualification End User Computer

Educational period **nuo 2014.11 iki 2014.11**

Degree Professional Qualification

Educational institution Sky Rider

Educational qualification Radio Telephone license

Languages

Language	Speaking level	Understanding level	Writing level
Setswana	very good	very good	good
English	fluent	fluent	fluent
Sesotho	very good	very good	basic
Xitsonga	good	good	do not know

Computer knowledge

Ms excel
Ms Word
Ms PowerPoint
Ms outlook
Ms

Recommendations

Contact person	Arthur
Occupation	Johannesburg
Company	Post office braamfontein
Telephone number	0717948661
Contact person	Gloria
Occupation	Johannesburg
Company	Webhelp Sa Johannesburg
Telephone number	0624746976
Contact person	Phumzile
Occupation	Johannesburg
Company	BNJ Tax and Financial Consultants
Telephone number	0727579041

Additional information

Your hobbies	Cooking Listening to music Reading Writing Exploring
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2012-10-00 (11 years)
Salary you wish	7500 R per month
How much do you earn now	N/A R per month