



Lerato Selinah Madumo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Main Job Function :

- Managing the front shop area independently
- Welcoming and receiving clients and customers
- Handling the cash register, card machine facilities and front house computer
- Stock taking of stationary and items for sale
- Collaborating with service providers and ordering new supplies as necessary
- Assisting customers with prepaid internet / wireless internet facilities
- Assisting customers with the in house internet café computers, including the setup and usage of skype, all Microsoft office programs, the various games that the client offers, etc.
- Assisting customers with printing, laminating, binding, scanning, e-mailing and faxing
- Typing up documents and editing existing documents on Word, Excel, PowerPoint, Nitro, etc.
- Making and confirming boardroom bookings and managing the (electronic) boardroom bookings system
- Meeting with management on a weekly basis to report back on problems, successes, etc.
- Record keeping and data capturing
- Help customers with the use of computers and applications.
- Respond to customers who encounter error messages from accessing sites, emailing or downloading content.
- Assist customers with downloads, printing, and encoding.
- Monitor use of computers to ensure compliance with café policies and applicable laws and regulations.
- Troubleshoot hardware, terminals, software and connectivity issues.
- Track customers' time at computer terminals..
- Promote computer or Internet-related products or services

Preferred occupation

Receptionist
Administrative jobs

Data capturers
Administrative jobs

Filing clerk
Administrative jobs

	Part time jobs Part time, weekend jobs
	Generals General jobs
	Shop assistants Retail, store jobs
	Computer technician IT, computing jobs
	Receptionists Hotel jobs
	Sales administartor Sales jobs
	Sales consultant Sales jobs
	Learnership Other jobs
	Office manager Other jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng
	Mabopane North West

Contacts and general information about me

Day of birth	1990-11-13 (33 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

Additional information

Salary you wish	4000.00 R per month
How much do you earn now	0.00 R per month