



# 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

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

#### Contacts and general information about me

Day of birth	1990-11-13 (35 years old)
Gender	Female
Residential location	<b>Pretoria / Tshwane</b> Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

#### Additional information

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