



Dimpho Mapula Madia

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My name is Dimpho Mapula Madia, I'm 24 years of age from Polokwane. I'm a hardworking, creative and enthusiastic person. I studied Public Administration in the University of Limpopo, I was a member of APAS a committee that discussed Administration theories. I like challenging myself, I can learn new skills with ease. I'm energetic, confident and personable. I enjoy working with other people. I would greatly appreciate hearing from you and eventually being part of your team.

Preferred occupation	Filing clerk Administrative jobs
	Beautician Beauty industry jobs
	HR intern Management, human resources jobs
Preferred work location	Polokwane / Pietersburg Limpopo
	Bela-Bela / Warmbad Limpopo
	Lephalale / Ellisras Limpopo
	Mokopane / Potgietersrus Limpopo
	Pretoria / Tshwane Gauteng

Contacts and general information about me

Gender	Female
Residential location	Mankweng Limpopo
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 2019.04 iki 2019.07**
 Company name CDV MARKETING
 You were working at: Sales consultant
 Occupation Sales representative
 What you did at this job position? Assist customers with registering for a store account, assist customers in the store and capture personal information and email it.

Working period **nuo 2018.03 iki 2018.12**
 Company name Tom scissors hair salon
 You were working at: Beautician
 Occupation Assist and nail technician
 What you did at this job position? Assist the owner with filling, organising and cleaning

Education

Educational period **nuo 2014.01 iki 2016.12**
 Degree Degree
 Educational institution University of Limpopo
 Educational qualification Public Administration
 I could work Immediately

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
isiZulu	good	very good	basic

Computer knowledge

Microsoft office, word, infoPath, excel PowerPoint
 Drafting and sending emails
 Creating folders and storing/saving information in them
 Adobe program, internet explorer
 Video calls

Recommendations

Contact person Duisand Mokoena
 Occupation Manager
 Company CDV MARKETING
 Telephone number 0738282476

Contact person	Tom Madia
Occupation	Owner
Company	Tom scissors hair salon
Telephone number	0670918943

Additional information

Your hobbies	I enjoy painting, drawing, exercising and baking. I also enjoy reading biographies and novels.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-02-00 (5 years)
Salary you wish	8000 R per month
How much do you earn now	5000 R per month