



# Mpho Boroko

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Am a hard working person who takes her job as her number one priority. I have skills in data capturing , filing and administration. Am working as a data capture now and the skills and knowledge that i have can be what your company needs right now. And I have a diploma in Business management.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Data capturers<br>Administrative jobs |
| Preferred work location | Kriel<br>Mpumalanga                   |
|                         | Secunda<br>Mpumalanga                 |
|                         | Bethal<br>Mpumalanga                  |
|                         | Ogies / Phola<br>Mpumalanga           |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1985-08-26 (40 years old)   |
| Gender               | Female  |
| Residential location | Kriel<br>Mpumalanga   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2016.08 iki 2020.09</b>                                     |
| Company name                       | Choppies Retail  |
| You were working at:               | Data capturers   |
| Occupation                         | Capturing Klerk  |
| What you did at this job position? | Capturing invoice, Claims, filing, sending mails and receive them. |

**Education**

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2011.01 iki 2013.06</b> |
| Degree                    | Diploma                        |
| Educational institution   | Nkangala FET College           |
| Educational qualification | Business management            |

**Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| Tshivenda       | very good             | very good                  | very good            |
| Sepedi          | very good             | very good                  | good                 |
| isiNdebele      | good                  | good                       | basic                |

**Computer knowledge**

Ms Word  
Ms Excel  
Data base  
Mailing  
PowerPoint

**Recommendations**

|                  |                 |
|------------------|-----------------|
| Contact person   | Lorah Mashishi  |
| Occupation       | Data capture    |
| Company          | Choppies Retail |
| Telephone number | 084 831 8864    |

**Additional information**

|                          |                   |
|--------------------------|-------------------|
| Driver licenses          | None              |
| Salary you wish          | R7500 R per month |
| How much do you earn now | R5200 R per month |