

OLIVIA LOLLY MASETLA

55 12th AVENUE SELBORN ALEXANDRA 2090
0793785413 | olivialollymasetla@gmail.com

OBJECTIVE

I'm a motivated and enthusiastic individual with a strong administrative duty, eager to kick start my career and learn. Bringing a strong work ethic and willingness to grow, with excellent communication and teamwork skills.

EXPERIENCE

- **PNP at benmore** **august 2016- February 2018**
Checkout assistant
- **Kauai** **October 2020-march 2023**
Juice bar assistant/barista
- **Checkers** **march 2023-october 2025**
Cash office clerk
Capturing of data
Filling
Record keeping
Typing
- **Checkers** **2022 march – 2026 march**
Cash officer

EDUCATION

- Bingweni_secondary_school (grade 12)
- Ekhurulweni center (basic computer technology)
- The IIE Rosebank college (higher certificate in office administration)
- Harambee bridging programme for the retail

SKILLS

- Microsoft office
- Data capturing
- Office administration3
- Organizational skills

LANGUAGES

- English
- Sepedi
- IsiNdebele

REFERENCE

- **Mr. Jeff - Customer service manager**
PNP
0117831093
- **Mr. James - Store manager**
KAUAI
0735624011
- **Mrs. M Margret - Front admin manager**
Checkers
0122014900.
- **Phumla Mpolo – Manager**
Checkers
011 345 6060