



CHRISTINAH NTHABISENG MORERIANE

Curriculum vitae

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📍 20 Sesoko Street, kwa-Thema, Springs 📅 Date of Birth: 23/07/1988
Driver's License: Code 10

EDUCATION

Boston City Campus (Springs) – Call Centre Operator / Switchboard Operator

2008 – 2010

- Key subjects: MS Word 2010, Excel, Life Skills, Intro to PC, Business English, Reception and Switchboard Skills, Call Centre Operations, Principles of Customer Service

Eureka High School – Senior Certificate (Grade 12)

2002 – 2006

- Key subjects: English, Afrikaans, History, Geography, Business Economy

SKILLS

- Communication Skills
- Customer Service
- Time Management
- Administrative Support
- Data Entry and Filing
- Microsoft Word and Excel
- Scheduling and Planning
- Call Center Operations
- Record Keeping
- Problem Solving
- Team Collaboration
- Reception and Front Desk Management
- Adaptability and Flexibility
- Office Organization
- Report Preparation

ABOUT ME

A reliable, adaptable, and self-motivated professional with extensive experience in administration, customer service, and operations management. Possesses excellent time management, communication, and organizational skills. Capable of working independently or collaboratively in a team environment. Highly enthusiastic and committed to delivering high-quality results in all professional engagements.

WORK EXPERIENCE

Gauteng Department of Education – Learner Transport Co-ordinator

2020 – 2021

- Coordinated safe transportation for learners and ensured all COVID-19 protocols were followed.
- Sanitized learners and screened temperatures before boarding.
- Ensured proper use of masks and safety measures.
- Monitored and recorded attendance and transportation logs.
- Assisted with coordinating daily transport schedules.
- Communicated with staff and parents regarding transportation updates.

Department of Infrastructure – Admin Assistant

2014 – 2017

- Provided general administrative support including filing, typing, and document management.
- Answered and managed incoming phone calls and correspondence.
- Maintained accurate records and databases.
- Assisted in scheduling meetings and appointments.
- Prepared reports, memos, and other office documents.
- Supported team members in day-to-day office tasks and organization.

Woolworths – Cashier

2011

- Operated the cash register to process sales accurately.
- Scanned and itemized customer purchases.
- Handled cash, card, and electronic payments.
- Assisted customers with inquiries and resolved complaints.
- Maintained a clean and organized checkout area.
- Ensured compliance with store policies and procedures.

DECLARATION

I hereby declare that the information provided is true and correct to the best of my knowledge and belief.

Christinah Mthabizeng Morelane

Mr Price Store – Head Cashier

2009 – 2011

- Supervised cashier staff and ensured smooth operations of the checkout area.
- Trained new cashiers on procedures and policies.
- Managed daily cash handling and reconciliation.
- Addressed customer complaints and inquiries professionally.
- Monitored staff performance and provided feedback.
- Coordinated with management to optimize store operations.

REFERENCES

Khosi Mathibela – Supervisor

Gauteng Department of Education

Contact: (011) 736-3600