

DIMAKATSO PORTIA MOLETE

11378 DIBE STREET, THABONG, 9463

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Experience

Site Clerk 15 May 2023 – Current
Trencon Construction Pty Ltd

Site Clerk 2023 – 2022

MCBE Construction Pty Ltd

2005 - 2022 Honey Fashion Accessories Pty Ltd

- Administrator & Bookkeeper
- Team Leader Coordinator
- Credit Facilitator
- Data Administrator
- Cash Book Clerk
- Receptionist

2017 – 2013 Aveng Trident Steel

Data Capture

2013 – 2012 UTI Shared Services

Cash Management Specialist

2003 – 2004 Auto & General

Sales Consultant

Education

Malvern High School – Grade 12

Additional Training

Corner Stone HT Pty Ltd – Call Centre Agent

Quest Computer Skills Center ICDL - Secretarial Diploma

- Bookkeeping & Pastel Course