

warm
QDQAFabXsago N . . ' 91.1991
BATLAGAE TRUST
51 Plein Street. 16th Floor
SHELL HOUSE '
JOHANHESBURG
2000

October 27. 1992

Dear Comrade Mohammad Tikly

RE:

mus;

APPLICATION FOR A RECEPTIONIST SECRETARY POSITION - BATLAGAE

I would like to make an application for the above mentioned vacancy and I wish to submit for Your consideration my CV. This includes my three years Receptionist experience in various companies.

I am currently with ANC Business Unit (Movement Marketing Enterprises) as a Receptionist.

I am especially confident, that my past experience as a Receptionist/Secretary will enable me to meet your requirements.

I should be grateful for an opportunity to discuss my suitability for the position with you. I can attend an interview at any time to suit your convenience.

Thanking you in anticipation.

Yours Comradely ' .

WI. 0 ;

LEBOHANG BALOYI (HS)

cleehoXapplication.lh '

NAME
SURNAME
RESIDENTIAL ADDRESS
DATE OF BIRTH
POSTAL ADDRESS
TEL No
NATIONALITY
MARITAL STATUS
SEX
HOME LANGUAGE'
J
OTHER
HEALTH
DRIVERS LICENCE
(SLHREEICZLLLJJDI KTITFZKE1
Lebohang Maria
Balovi
1474 Mokgotla Street
Vosloorus
1468
18th December 1969
As Above
(H) (011) 906-3510
(W) (011) 29-3032
South African
Single
Female
Southern Sotho
English, Xhosa.
Northern Sotho
Excellent
None
Zulu.
Tswana &

IELJLKZZylilCMN2&L. g\$32kl;ll?l(32yITLCMNES
EDUCATIONAL LEVEL : Std 10. Southern V Sotho.
History, Biology. :Geography.
English & Afrikaans
COLLEGE ATTENDED : N3 Diploma, Typing,
Communication, Accounting &
Office Practice
IEmaEUQCXYDIEHNUP LiIESTKJEZY'
NAME OF COMPANY : Johannesburg Umnitec Institute
.1990-1991
POSITION HELD : Receptionist
PERIOD : One (1) Year
DUTIES : . Worked on a Reception area.
welcoming of visitors, showing
them around the company and
explaining to them on how the
company runs. Explaining to
them about the fees for
different courses. Punching of
all the information in, the
computer, receiving of
payments, sending of brochures
by post, doing of the banking,
sending it to our Accounts
Department. Acting as a
temporarily Secretary, to my
Boss.
REASON FOR LEAVING I: Better Prospects
REFERENCES : Carol M1110 (011)1334-2735/6
I
NAME OF COMPANY : Movement Marketing Enterprises
1 (Pty) Ltd (1991 JULY-TO DATE)
POSITION HELD : Assistant to Mail Order Co-
Ordinator/Administrator/a Part
Time Secretary and Receptionist
as well.

DUTIES

Assistant to Hailv Order Coordinator: Receiving of orders from ANC member5 all over South Africa. Processing of orders on the computer, taking of picking slip to our dispatching department, liasing with our Stores Manager, typing of standard letters, dealing with queries from our customers, sending of new catalogues to customers_(25 000) per month. Releaving of our Receptionist during her absence.

Administrator: Ordering of Stationery tor the whole Department, maning of Petty Cash, ordering of Refreshments for the Staff Members and for the visitors. Typing of documents on Wordperfect 5.1, Creating of a document, printing of a document, and typing for Four (4) people in our department. Updating of Code numbers in the computer. Doing Lotus 1-2-3,(How to move around worksheet,'creating of a-worksheet, basic menu and commands, special maths functions, saving and retrievingworksheets,printing of worksheets and creating of Reports at the end of each month. Working on advanced Lotus as well. Liase with our Head of Department with our Price List for Four Departments, that is (Movement Trading Shop, Hawkers for the ANC, Wholesale and Mail Order Department.)

Part Time Secretary: Making of appointment for my Boss, keeping his diary, screening of all his phone calls, taking of messages, typing of standard letters, typing from the dictaphone. taking of minutes during the staff meeting, doing filing.

RFASON FOR LEAVING

REFERENCES

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Receptionist: Operating of
switchboard (Siemens PABX) 20
extension lines. Taking of
messages for absent colleagues,
typing of Lotus 1-2-3 (typing
of Reports). Controlling of
the car, making sure that the
driver keeps the log book up to
date. Ordering of stationery
and maning of Petty Cash.
Better Prospects.

KABELO MPESI

AFRICAN NATIONAL CONGRESS

FINANCE DEPARTMENT

(011) 330-7251

PETE ROUSSOS

MOVEMENT MARKETING

ENTERPRISE (PTY) LTD

(011) 29-3032/5 33007138

CAROL MLILO

OMNI-TEC INSTITUTE (PTY)

LTD

(011) 334-2735

VIOLET MOLEPE

XPS SERVICES

(011) 921-7618

FUSI ZAZAYOKWE

MA-ZAZA DISTRIBUTORS

(011) 838-5015/6

SHIRLEY MANGOPE

ELECTION COMMISSION

(011) 330-7261

11390 Ext 6

KAGIQD

1744

07 October 1992

Batlagae Trugt

African National Cwngremw

51 Plein Street

JUHANNE\$HURG

2001

Daar Dumrade

I Haula 11kg ta makw \$H applicatimn fur tha ammve pwat and I wish t0 aubmit for ymur c0n\$ideratimn my CV. This includeg my Wight ywara typing exparience, fmur years Secretarial and receptionist euperianca in varimua mrganiaatianwu

1 gm murr&ntly with ANC Euainawa Unit (anament Marketing Enterprises) 3% an Aasiatant ta Publi\$hing Cmmardi atar a d maming Mail Drdmr Damartment. I am e\$pecially confident that my pagt axperiancm aa a Racaptimniwt/Ewcr&tmwy Hill wmablw ma t0 meet ymur requiramanta.

I whmuld ha grateful fur an mppmrtunity to discu%% my suitability for the pmaition with you. x cam mttand an intwrvuew at any time tn suit your cwnvenience.

Yours cumradely

Wake

BBQHI\$1W5HIBLEXWHANEDEE.(nee' Mucumi)

NAME I EAGAISI SHIRLEY MANGOPE (nal' Mocumi)'
ADDRESS & TEL NUI 11290 Ext 6, HABIBO. 1744
Tal: (011) 410 2556 (H), (011) 29-3032 (W)
DATE AND PLACE OF BIRTH! 23 FEBRUARY 1960, MAFIHENG,
SCHOOLS AND COURSES COMPLETED, WITH DATES: Makgetla Secondary
1975-1977, Batswana Commercial High
1978-1979, Pitman Typing Couraes -
Elementary, Intermediatl and Advance,
Pitman English Caurses - Elementary and
Intermediate - 1986u1987, Secretaries
Improvement Plan and Kelly Girl Breenoaks
. ; ' Word Processing Course - 1991.
DETAILS OF GUALIFICATIONSI STD 9
DETAILS OF WORK EXPERIENCE! 1980 January 0 1981 March
Employed as a typist at
Eophuthatmwana Government -
Foreign Affairs Dept. My duties
were: typing bills, gazettes,
correspondence, invitations and
organising for banquets and
' dinners.
REASON FOR LEAVING: Butter praupacts.
WW
. 4 Employed by the University of
Bophuthatswana Library. Dutinnl
I worked in different departments
in the library:-
kanh.
Typing book orders,
correspondence, filling order
forms and correspondence
alphabetically according to
dates. After every three/four
months I checked orders we have
not rucaved and writ. dollars
claim letters.

REASONS FOR LEAVING:

InterlibranwanansnDept.

Typed interlibrary loan forms to
leaves books from different
university libraries and other
libraries, filling and reminding
users to return books in time.
Eggs; calls Dept.

Typed periodicals orders and
newspapers, mailing. receiving
mail, shelving new arrivals and
filling the previous issues in
the Jiffy box. If we received
any damaged orders I returned
them for replacement. At the end
of the third/fourth month I wrote
claim letters to dealers. The
beginning of each year I prepared
the previous year's periodicals
for binding. Updating the kardex
card and assigning library users
to local Journals they want.
During exams and when there is
a crisis I helped at the issue
desk: issue books, receiving and
checking in the computer if the
book is available, borrowed or
out of stock.

I applied for a higher post and
to gain more experience.

LWWW

I applied for a vacancy for
a Secretary in Education
Department for School of
African and Botswana.

My duties included, typing,
question papers for students.
correspondence, books and
advising students where
necessary receiving visitors and
taking telephone messages for
Head of Departments. I typed on
the computer using word perfect.

, gafwgfmkj. . .
;- REAQONS FOR JOB CHANGE: I got married - In Kagiso
(Krugeradorp) and moved here to
join my husband.
,Eaiilhduuuu;:;1331_lulx
Joined Kelly Girl Pnrt-Time
Divisinn in Johannesburg. I
temped in different companies.
Travel Agency 1 Typist, Ebony
Accountants - Secretary,
Truworthm Credit Controller
1 D i v i s i o n - B i r l
. Friday/Becrmtar'y. National Land
Commissinn as a Receptionist and
ANC ' Buaineas Unit as a
Receptionist for two munths and
I wan taken parmanant from
September 1991 to date._
My dutianl I operate the
awitchboard, take massages,
raceiving viuitors and showing
them in and typing for faur
people. I am maning petty cash
and ordering and issuaing
stationery during the
administrator's absuncn.
I ume word perfect and Lotus
1-2-3 well.
. DETAILS OF LEISURE INTERESTBI Handing. Watching TV and
Travelling.
REASONB FOR JOB CHANGE 1 TKQTRENCHeb
AVAILABILITY TO START I Immediately.
SALARY I Negatiabln
REFEREES: Ms Sarah Kibirige
University of Bophuthatawana
Private Bag X20
MMABATHO
8680

REFEREES: Ma Sarah Hibiriga
University of Bophuthatswana
Private Bag X20
MMABATHD
8680
Mr C E Manning
UNIHU (Position: Librarian)
MMABATHU
8681
Tel: (0140) 892111
PETE QOU\$9os
ANC Buuineaa Unit
51 Plain Street
16th Flour
JOHANNEQHURG
Tel: 29"3032

Movement Marketing Enterprises (Pty). Ltd

PO. Box 1092. Joubert Park, 2044, Johannesburg. Tel: 29-3032/5 . 29-3042, Fax: 29-0050
16th Floor, Shell House, 51 Plein Street. cnr King George Str., Johannesburg.

To: To Whom it may concern

From: Peter Roussos

General Manager

Date: 9th October 1992

Re: Letter of Recommendation

Shirley Mangope has been employed at Movement Marketing Enterprises for the past year. She was originally employed in the position of receptionist and subsequently transferred to the publications department where she assisted the head of department. 4

Her duties in reception included Petty Cash: monitoring the use of office equipment; keeping track of stationery; general secretarial_work including work on both Wordperfect and Lotus; apd dealing with clients both on the phone and in reception. When she was transferred into the publications department she was trained on the computer fax. and dealt mainly with. potential advertisers for the publications that the department was producing.

We have found Shirley to be both reliable and efficient in her work. She is very presentable at reception and is able to adjust to changing circumstances. I would therefore have noihesitation in recommending her for employment. Please contact me if necessary for further information.

Yours sincerely,

Peter Roussos.

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