

Charlotte Dimakatso Masake

Cell: 0823112662 **Email:** masakecharlotte@gmail.com **Location:** Johannesburg

Work experience

01/12/2022-30/06/2023:**Floor Sales Assistant**, Pick and Pay Clothing, Clearwater Mall
Johannesburg

- Assisting customers
- Cashier

03/08/2020-30/06/2021:**YES Work Readiness Programme**, Ascending Medical (Surgical
Innovations), Johannesburg

- Aided colleagues, managers and customers through regular communication and assistance
- Managed company schedule to coordinate calendar and arrange travel
- Assisted customers by answering questions and responding to inquiries
- Invoicing customer's orders

07/2018-09/2018: **Student Practicals**, Serenity Old Age Home, Johannesburg

- Assisted patients in performance of routine recovery and mobility exercises, providing support and getting in and out of bed, as well as walking and stretching
- Performed routine wound care and dressing changes on schedule
- Helped patients eat and drink when necessary for safe consumption of food consistent with recovery guidelines

Education

05/2018-10/2018: **Certificate**, Ukwazi Nursing Skills School, Johannesburg

- Healthcare Assistance

11/2012: **Matric**, Fons Luminis Secondary School, Johannesburg

- Mathematics & Life Sciences & Geography & English & Setswana & Life Orientation & Physical Science

Skills

- isiZulu & English & Setswana & SeSotho
- Microsoft Office (MS Word, Excel, PowerPoint, Microsoft Teams)
- Sage Evolution system and syspro system
- Time Management Skills and detail oriented
- Verbal and Written Communication
- Basic Math

References

Pick and Pay Clothing

- Name : Tsholofelo Molokoane
- Relationship : former PnP Manager
- Telephone number : 063 070 0392
- Email : molokoanet@live.com

Surgical innovations (Ascendis Medical)

- Name : Natasha Pillay
- Relationship :Line Manager
- Telephone number :(011) 568 9047
- Contact no. :071 204 7488
- Email : natashap1@ascendismedical.onmicrosoft.com •

Serenity Old Age Home

- Name : Mrs P. Sishuba
- Relationship :Vice Principal of Ukwazi School of Nursing •
- Telephone number :(011) 760 3098
- Email : info.gauteng@ukwazi.co.za