



Menziwa Sandra Mashele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am 26-year-old female and I studied Bachelor of administration (public administration) at University of Venda and I had volunteered as front admin clerk at Bongokuhle Primary school and currently interning at Department of Public Works, Roads and Transport as front office administrator/Personal assistance/receptionist in property management. I have built up substantial experience in the past role and current that I am working on. I feel that I have excellent friendly welcoming manner skills and ensure that all people who I work with are maintaining high standards and feel happy to recommend my services at all times. In current roles I have vast experience of dealing with clients of the Department with queries regarding the contracts and payments, specifications and submissions also tender that are advertised on government bulletin. I always deal with any issues that arise in the best way possible to limit the amount of damage and to restore the client's faith in us.

I am particularly interested in working for your company as I am extremely interested to show the level of Bantu Principles when dealing with the public seeking assistance. and I would like to take the role of maintaining your reputation of service standards. I enjoy working with people and have very good interpersonal skills that allow me to resolve issues that arise. I also put in place very good client care procedures and that clients are satisfied.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Mbombela / Nelspruit Mpumalanga

Contacts and general information about me

Day of birth	1994-08-13 (31 years old)
Gender	Female
Residential location	Malelane Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Additional information

Salary you wish	10000 R per month
How much do you earn now	6083.00 R per month