



Freddah Reginah Ranape

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a receptionist position.

My positive points is I studied business management and I have a N4 certificate.

- ¶ I have good communication skills.
- ¶ I have excellent customer service.
- ¶ I am team participator.
- ¶ I like to interact with clients and meet their needs.
- ¶ I am a hard worker.
- ¶ I am fast learner.

Preferred work location Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth	1989-06-09 (36 years old)
Gender	Female
Residential location	Vlaaklagte no 01 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

Work experience

Working period	nuo 2021.08 iki 2021.12
Company name	Van Schaick Book Store
You were working at:	Sales consultant
Occupation	Front counter, Sales assistant, Telephonic, Teller, Cleaner, Packing shelves
What you did at this job position?	I was ensuring that I deliver excellent service to clients always and be a good image of the organization

Education

Educational period	nuo 2013.01 iki 2013.12
Degree	Certificate
Educational institution	Nkangala FET college witbank campus
Educational qualification	N4 Business management certificate
I could work	I could work as receptionist, secretary and management assistant

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	fluent

Computer knowledge

My computer knowledge is based on Microsoft word and Microsoft Excel

Recommendations

Contact person	Mr Oupa Mabena
Occupation	Manager
Company	Van Schaick Book Store
Telephone number	0722138228
Email address	mabena.oupa@gmail.com

Additional information

Your hobbies	I like to read, listening to music, wacthing sports like soccer, I like to cook and wacthing news.
Salary you wish	R8500.00 R per month
How much do you earn now	Currently I am unemployed R per month