

# **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)

Residential location Vlaaklagte no 01  
Mpumalanga

**Telephone number** *Information is available only for registered users.* [Sign in](#)

**Email address** *Information is available only for registered users.* [Sign in](#)

## Work experience

Working period **nuo 2021.08 iki 2021.12**

Company name Van Schaick Book Store

You were working at: Sales consultant

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	<b>nuo 2013.01 iki 2013.12</b>
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**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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, watching sports like soccer, I like to cook and watching news.
Salary you wish	R8500.00 R per month
How much do you earn now	Currently I am unemployed R per month