



# Makhaya Idea Mashaba

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking for receptionist, call center or clerk job. I have a business administration certificate. I have a great potential of talking well with the customers. I am friendly and kind. I have no working experience but if given a chance I know I will do my best and benefit the company.

|                         |                                     |
|-------------------------|-------------------------------------|
| Preferred occupation    | Receptionist<br>Administrative jobs |
| Preferred work location | Louis Trichardt<br>Limpopo          |

## Contacts and general information about me

|                      |  |
|----------------------|--|
| Day of birth         | 2002-11-02 (23 years old)  |
| Gender               | Female   |
| Residential location | Louis Trichardt<br>Limpopo   |
| Telephone number     | Information is available only for registered users.<br><a href="#">Sign in</a> |
| Email address        | Information is available only for registered users.<br><a href="#">Sign in</a> |

## Education

|                           |                                   |
|---------------------------|-----------------------------------|
| Educational period        | <b>nuo 2021.08 iki 2021.12</b>    |
| Degree                    | Certificate                       |
| Educational institution   | S.C.T.C college                   |
| Educational qualification | Business administration           |
| I could work              | Reception, call center or clerk   |
| Educational period        | <b>nuo 2016.01 iki 2020.12</b>    |
| Degree                    | Grade 12 / Matric                 |
| Educational institution   | George Mbulaheni secondary School |
| Educational qualification | Bachelor degree matriculated      |
| I could work              | Reception, call center, clerk     |

## Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
|----------|----------------|---------------------|---------------|

|           |           |           |           |
|-----------|-----------|-----------|-----------|
| Tshivenda | fluent    | fluent    | fluent    |
| Sepedi    | fluent    | very good | very good |
| English   | fluent    | fluent    | fluent    |
| Xitsonga  | basic     | basic     | basic     |
| isiZulu   | very good | very good | good      |

#### Additional information

|                 |                  |
|-----------------|------------------|
| Salary you wish | 3500 R per month |
|-----------------|------------------|