



# Funiwe Tekana

Curriculum Vitae (CV)

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

I'm a fast learner and hubbly clean person hard working looking for a permanent or temporary job Shop Assistance, Cashier, Sales Repsentive, Junior Receptionist or Call Center with a basic salary willing to start immediately. Willing to travel within Pretoria and Cenutrion. Thank you.

Preferred occupation

Shop assistants  
Retail, store jobs

Sales representative  
Sales jobs

Customer care agent  
Administrative jobs

Receptionists  
Hotel jobs

Part time jobs  
Part time, weekend jobs

Marketing agent  
Ads, marketing jobs

Waiters, waitresses  
Restaurant, bar service jobs

Medical receptionist  
Medicine, healthcare, nursing jobs

Preferred work location

Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth 1995-05-18 (30 years old)

Gender Female

Residential location Pretoria / Tshwane  
Gauteng

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 2020.12 iki 2020.12**

Company name J Maphoso INC Speech\_audiologist

You were working at: Receptionists

What you did at this job position? Scheduling Appointments, Answering phone call and relaying to messages,responding to customer inquiries. Fax,mail or email evaluation reports and therapy physicians. Assistant with record keeping internal meetings and maintaining office equipment eg copiers , fax machine and scanner.

**Languages**

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Afrikaans	good	good	basic
isiXhosa	good	good	basic
Sesotho	good	good	basic

**Recommendations**

Contact person	Albert Pitiri
Occupation	Receptionist
Company	J Maphoso INC Speech_audio
Telephone number	081 752 9428
Email address	Speech_audio@yahoo.com
Contact person	Joseph Maphoso
Occupation	Doctor
Company	J Maphoso INC Speech_audio
Telephone number	072 443 5454

**Additional information**

Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	0.00 R per month