



Piwekazi Mphatheni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am hard worker who's willing to learn new things I am team player but I can amange on my own very welk

Preferred occupation Administrators
Administrative jobs

Contacts and general information about me

Day of birth 1996-09-14 (29 years old)
Gender Female
Residential location Eastern Cape
Telephone number *Information is available only for registered users.*
[Sign in](#)
Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2018.02 iki 2021.01**
Company name Ksd college
You were working at: Administrators
Occupation Administration assistant
What you did at this job position? Sending and receiving emails, taking appointments telephone attique, greeting vistores

Working period **nuo 2021.03 iki 2021.08**
Company name Dr Mtwa's surgery
You were working at: Receptionist
Occupation Receptionist
What you did at this job position? Taking appointments for patients answering telephone e

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent

Computer knowledge

I attended

Conferences, seminars

I attended

Recommendations

Contact person	Zusiphe Dumile
Occupation	Receptionist
Company	Dr Mtwas surgery
Telephone number	0793622829

Additional information

Your hobbies	Netball
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2023-02-00 (2 years)
Salary you wish	6000 R per month
How much do you earn now	5000 R per month