



# Karabo Mnisi

Curriculum Vitae (CV)

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

1. Computer skills and knowledge:

1.1 Microsoft word

1.2 Microsoft excel

1.3 Microsoft PowerPoint

1.4 Email

1.5 pastel accounting/Sap

1.6 Internet research

2. Communication skills

2.1 Verbal skills: My ability to communicate well with different

2.2 people on the phone and face to face at tertiary level and at my admin job has enabled me to acquire this skill.

2.3 Writing skills: Writing memorandums, letters and reports as part of business communication module and assignments at

tertiary environment have enabled me to obtain this skill.

2.4 Interpersonal skills: My ability to speak, write and present myself fluently and immaculately has enabled me to have good interpersonal relations with different people.

2.5 Leadership skills: I'm part of the committee of Jungle warriors kickboxing club and this made me realise that I have

Leadership skills as we have to make decisions and lead the organization into prosperity.

Preferred occupation

Accountants

Finance jobs

Financial advisor

Finance jobs

Cashiers

Retail, store jobs

Shop assistants

Retail, store jobs

Administrators

Administrative jobs

Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng
	East Rand Gauteng
	West Rand Gauteng

### Contacts and general information about me

Day of birth	1997-09-22 (28 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

### Work experience

Working period	<b>nuo 2021.02 iki 2021.06</b>
Company name	Zakhele Primary school
You were working at:	Administrators
Occupation	Administrative assistant
What you did at this job position?	Answer phone and welcome visitors. Schedule appointments, maintain Calendars, schedule and coordinate staff and other meetings. collate and distribute mail such as memos, invoices, reports and correspondence. create and maintain filing system, both physical and electronic. write and edit documents from letters to reports and instructional documents. 2019 - 2020 Name of company
Working period	<b>nuo 2019.01 iki 2020.01</b>
Company name	Playbet Pretoria
You were working at:	Cashiers
Occupation	Cash clerk
What you did at this job position?	Housekeeping, process bets for customers. collecting money from customers for the bets, assist customer queries.

### Education

Educational period	<b>nuo 2011.01 iki 2015.12</b>
Degree	Grade 12 / Matric
Educational institution	Hoërskool fh odendaal
Educational qualification	Grade 12
I could work	Yes

Educational period	<b>nuo 2016.02 iki 2018.12</b>
Degree	Diploma
Educational institution	Damelin
Educational qualification	Diploma in financial accounting
I could work	Yes

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Sepedi	fluent	fluent	good
Afrikaans	good	good	very good

### **Recommendations**

Contact person	Nokukhanya nyawane
Occupation	Chairperson
Company	Sisonke trading enterprise
Telephone number	0732351097
Contact person	Dikgetho denice
Occupation	Adminstraror
Company	Zakhele Primary school
Telephone number	084 234 8537

### **Additional information**

Driver licenses	B Light Vehicle ≤ 3,500kg
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