



Mabatho Seabela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist and Cashier:

Positive points are answering and routing phone calls. Managing communications on the front lines is the biggest priority

Good communications with visitors and customers, creating a good first impression with visitors
Scheduling management, I can schedule managers appointments and help with other aspects

Contacts and general information about me

Day of birth	1986-03-19 (39 years old)
Gender	Female
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2022.10 iki 2023.03
Company name	MM Boikago Early Learning Centre
You were working at:	Receptionist
Occupation	Admin Clerk
What you did at this job position?	Admission of children, Receiving school fees
Working period	nuo 2013.06 iki 2015.09
Company name	Ring-Mash Nursing School
You were working at:	Administrators
Occupation	Secretary
What you did at this job position?	Admission of students, Typing of documents

Working period	nuo 2010.09 iki 2013.05
Company name	Usave
You were working at:	Cashiers
Occupation	Cashier
What you did at this job position?	Receiving payments via cash or card, helping with cash ups

Education

Educational period **nuo 1992.01 iki 2004.12**

Degree Grade 12 / Matric

Educational institution Holy Trinity

Educational qualification Certificate in Grade 12

I could work yes

Educational period **nuo 2013.02 iki 2013.08**

Degree Certificate

Educational institution Dameline Business College

Educational qualification Office Administration

I could work yes

Educational period **nuo 2014.10 iki 2015.04**

Degree Certificate

Educational institution Centre for Business Education and Training

Educational qualification Computer Literacy

I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Sepedi	very good	very good	very good

Computer knowledge

Microsoft office: Word, Access, PowerPoint, publisher, Excel

Additional information

Your hobbies	Reading books
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2014-03-00 (11 years)
Salary you wish	5000 R per month
How much do you earn now	6500 R per month