



Thembekile Machinini

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for receptionist work. I am a very hardworking person.self driven and dedicated. I like new challenges. Group working is what I like most. Should I given the chance I will work very hard .also I have good interpersonal relations

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Phuthaditjhaba Free State

Contacts and general information about me

Day of birth	1981-11-02 (44 years old)
Gender	Female
Residential location	Phuthaditjhaba Free State
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 2006.03 iki 2009.01
Company name	Price n Pride
You were working at:	Direct sales consultant
Occupation	Sale consultant
What you did at this job position?	Call centre, admin and selling

Education

Degree	Certificate
Educational institution	Career computer college
Educational qualification	Secretarial computing
I could work	As a personal assistant or receptionist

Languages

Language	Speaking level	Understanding level	Writing level
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English

very good

very good

very good

Computer knowledge

Ms access,ms PowerPoint ,ms word,ms Excel and typing

Conferences, seminars

I went to forthare university it was conference of Sasco student in 2004

Recommendations

Contact person	Mr MJ potjo
Occupation	Educator
Company	Department of education
Telephone number	O604801260
Email address	Makwanyanejosh@gmail.com

Additional information

Your hobbies	Netball
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	350 R per month