



Mandisa Kausele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm delighted to write to you today to share my interest in the Receptionist position available. As an experienced administrative worker with a diverse background, I believe this position may allow me to combine my skills effectively. I'm detail-oriented and an expert multitasker, and I'm excited about this opportunity with your organization.

Preferred occupation **Switchboard operator**
Administrative jobs

Preferred work location **Pretoria / Tshwane**
Gauteng

Contacts and general information about me

Day of birth **2001-11-25 (24 years old)**

Gender **Female**

Residential location **Johannesburg**
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Education

Educational period **nuo 2015.01 iki 2019.11**

Degree **Grade 12 / Matric**

Educational institution **Kibler Park Secondary School**

Educational qualification **Matric**

I could work **Yes**

Educational period **nuo 2021.01 iki 2022.11**

Degree **Certificate**

Educational institution **Richfield Graduate institute of Technology**

Educational qualification **Travel & Tourism N4 and N6**

I could work **Yes**

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	good	good	good
English	very good	very good	very good
isiZulu	good	good	good

Computer knowledge

MS WORD

MS POWERPOINT

MS ACCESS

Conferences, seminars

N/A

Additional information

Your hobbies	Reading Writing in my journal Travelling
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	0.00 R per month