



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.*
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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