

Matlou Manamela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for receptionist and administrative jobs. I'm an enthusiastic individual with interpersonal skills, problem solving, flexibility, good written and verbal communication. I have the ability to quickly master tasks and work independently. I am a person who can work under pressure and can work extended hours. I exercise commitment in everything that I do, and completing tasks that are given to me is my priority. I am able to evaluate and prioritise tasks and always ready to go extra mile. I have good computer application skills on Ms Word, Power Point, Excel, Outlook, and Internet

Preferred occupation Receptionist
 Administrative jobs

Preferred work location Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 2000-01-29 (25 years old)

Residential location Pretoria / Tshwane
Gauteng

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

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

Additional information

Salary you wish R8000 R per month