



Lillian Xapa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Self-starter with high energy levels.
- Accuracy in service offering
- ability to interface with customers and staff.

Hobbies: Travel-cleaning-reading-communication skills

Competencies: • Reliable • Dedicated • Committed team building
-Directing-Accuracy_Planning-Initiative

Skills': Welcome desk. freindly smile. telephone manners. professionalism. Good administrator.

Attributes

- . excellent computer skills
- Excellent communicator
- Organised and able to multitask
- Excellent attention to detail
- Negotiation and Problem

Target driven • High level of integrity • Strong work ethic • Reliable • Time management •

Profile:

able to work as team.hardworker.self motivated.work under pressure.meet deadlines.work underless supervision.work with deferent cultures.
planning.controlling and organizing.

School:

Matric :subjects passed_ English, Xhosa, History , Economics.

Computer literate.1st aid course.Casher course.Security Grade C Psira
certificate.Drivers license code8 pdp . 1st aid course.

Computer skills:

Preferred occupation Administrators
 Administrative jobs

Contacts and general information about me

Day of birth	1977-02-02 (48 years old)
Gender	Female
Residential location	Cape Flats Western Cape
Telephone number	<i>Information is available only for registered users.</i>

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Email address

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Additional information

Salary you wish	9000 R per month
How much do you earn now	8500 R per month