



# Khensani Antoinet Mkahabela

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Any job in the Administration field

I seek challenging opportunities where I can fully use my skills for the success of the organization. I am a hard working individual who is energetic to whatever task i have been allocated.

I am a qualified Office manager with more than six years experience in admin field, both private and public sector. Organized, detail-oriented, and self-motivated administrative/ personal assistant with extensive office management experience. I am capable of general admin duties as secretarial, data capturing, filling, emailing, and typing (65wpm). Proficient and energetic organizer with excellent written and verbal communication skills and report compilation skills, appointment schedules, and customer communications. A professional and qualified Office manager/ administrator obtained from the University of Technology of South Africa. Able to work under-supervised and not supervised.

Preferred occupation	Administrators Administrative jobs
Preferred work location	East Rand Gauteng

## Contacts and general information about me

Day of birth	1982-01-05 (44 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Additional information

Salary you wish	10000 R per month
How much do you earn now	00000 R per month