



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

Email address *Information is available only for registered users.*
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Additional information

Salary you wish **10000 R per month**

How much do you earn now **00000 R per month**