



# Xhanti Makeleni

Curriculum Vitae (CV)

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

I'm looking for Administration/Clerk job. I think I will be a great candidate for the position in your company as I have 1 year experience in the field of Admin Assistant and I have enjoyed it while working in that position and did good in it.

Preferred occupation	Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1993-10-05 (32 years old)
Gender	Male
Residential location	Pretoria / Tshwane 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>

## Work experience

Working period	<b>nuo 2021.04 iki 2022.03</b>
Company name	Limekhaya High School
You were working at:	Lab assistant
What you did at this job position?	Filling, typing , sending emails, fax and doing duplicates

## Education

Degree	Certificate
Educational institution	Signa Academy
Educational qualification	Generic Management
I could work	As an Administrator/clerk or General worker

## Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	good	good

English	good	good	good
Afrikaans	good	good	good
isiZulu	good	good	good

#### Computer knowledge

I'm very good with computers especially in Microsoft Office.

#### Recommendations

Contact person	Sifundo Tiki
Occupation	Lawyer
Company	Ombudsman
Telephone number	+27610191234

#### Additional information

Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	0.00 R per month