



Philisiwe Khanye

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin jobs.

I'm a well organized person

Can work alone and also with a team .

Good typist

Communication skills

Well mannered

| | |
|-------------------------|--|
| Preferred occupation | Administrators Administrative jobs |
| Preferred work location | Pretoria / Tshwane Gauteng Johannesburg Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1996-07-27 (29 years old) |
| Gender | Female |
| Residential location | Johannesburg Gauteng |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|--|
| Working period | nuo 2023.03 iki 2024.08 |
| Company name | City Of Johanhesburg Metropolitan Municipality |
| You were working at: | Receptionist |
| Occupation | Receptionist |
| What you did at this job position? | Answering calls,attending meeting ,writing minutes,good communication skills with a client . |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2019.01 iki 2022.12 |
| Degree | Certificate |
| Educational institution | South West Gauteng College |
| Educational qualification | Certificates |
| I could work | anywhere |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiZulu | fluent | fluent | fluent |
| English | fluent | fluent | fluent |

Computer knowledge

Computer Practice N4-N5
Microsoft Office
Adobe

Conferences, seminars

yes ,I've attend a few .

Recommendations

| | |
|------------------|----------------------|
| Contact person | Rose Mokaba |
| Occupation | Administrator |
| Company | City Of Johannesburg |
| Telephone number | 0824679682 |
| Email address | RoseM@joburg.org.za |

Additional information

| | |
|--------------------------|--|
| Your hobbies | cooking Baking Traveling Cleaning |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2020-08-00 (5 years) |
| Salary you wish | 10000 R per month |
| How much do you earn now | 5000 R per month |