



Matapa Manamela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have an experience working as an Administration Assistant. I worked as a receptionist for 12 months at Audi Centre Hatfield so I was searching to be employed again for the same position, work as an Administration Assistant. I know and understand fully what good customer service means. I know how to smile and greet clients, assist and give directions. I know how to answer the phone professionally and transfer calls as well as taking messages. Handle and capture invoices. I manage the reception area well and I maintain a healthy working environment. I have high energy level and I am very orgainised. I am a good team player and I am very respectful.

Preferred occupation Receptionist
 Administrative jobs

Preferred work location Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1998-05-22 (27 years old)

Residential location Pretoria / Tshwane
Gauteng

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

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

Additional information

Salary you wish 5000 R per month