



Unako Siyavuya Kwake

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm a skilled communicator with a background in Public Relations and experience as a news anchor/reader and journalist. I possess excellent interpersonal skills, ensuring seamless interactions with clients, colleagues, and visitors. I'm composed under pressure, think critically, and communicate effectively. With strong technical skills, I'm proficient in managing administrative tasks. I'm excited to bring my skills and experience to a new role and contribute to a team's success, providing exceptional front-desk support and representation.

Preferred occupation

Secretaries

Administrative jobs

Administrators

Administrative jobs

Receptionist

Administrative jobs

Front Desk Agent

Administrative jobs

Filing clerk

Administrative jobs

Waiters, waitresses

Restaurant, bar service jobs

Receptionists

Hotel jobs

Housekeeper

Hotel jobs

Aftercare assistant

Teaching jobs

Model

Beauty industry jobs

Printing operator

Media, journalism jobs

Customer care agent

Administrative jobs

Editors

Media, journalism jobs

Journalists

Media, journalism jobs

Switchboard operator

Administrative jobs

Operations Clerk

Administrative jobs

Part time jobs

Part time, weekend jobs

Jobs for students

Student jobs

Marketing agent

Ads, marketing jobs

Advertiser

Ads, marketing jobs

Marketing assistant

Ads, marketing jobs

Jobs abroad

Jobs abroad

Generals

General jobs

Sales agent

Sales jobs

Sales consultant

Sales jobs

Housekeepers

Labour jobs

Cleaners

Labour jobs

Restaurant managers

Restaurant, bar service jobs

Bartenders

Restaurant, bar service jobs

Government jobs

Government jobs

Personal assistant

Administrative jobs

Data capturers

Administrative jobs

Hotel managers

Hotel jobs

Production coordinator

Administrative jobs

Bookkeeper

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| | Administrative jobs |
| | Call Centre agent Administrative jobs |
| Preferred work location | Port Alfred Eastern Cape |
| | East London Eastern Cape |
| | Butterworth Eastern Cape |
| | Bhisho Eastern Cape |
| | Port Elizabeth Eastern Cape |
| | Queenstown Eastern Cape |
| | Bloemfontein Free State |
| | East Rand Gauteng |
| | Pretoria / Tshwane Gauteng |
| | Durban City KwaZulu-Natal |
| | Johannesburg Gauteng |
| | West Rand Gauteng |
| | Drakensberg KwaZulu-Natal |
| | North Suburbs KwaZulu-Natal |
| | North Coast KwaZulu-Natal |
| | Midlands KwaZulu-Natal |
| | South Suburbs KwaZulu-Natal |
| | Rustenburg North West |
| | Coffee Bay Eastern Cape |

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|----------------------|---|
| Day of birth | 2003-07-15 (22 years old) |
| Gender | Male |
| Residential location | Umtata / Mthatha Eastern Cape |
| 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 |

Additional information

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| Salary you wish | 15 000 R per month |
| How much do you earn now | 5500 R per month |