



# Julia Selaelo Manthata

Curriculum Vitae (CV)

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

I'm looking for an office adminstrate job and I'm honest .ambitious. Patient pantual and ever smiling .and the reason why I'm applying for this job is because I'm the perfect candidate for this job.

Preferred work location                      Polokwane / Pietersburg  
Limpopo

## Contacts and general information about me

Day of birth                                      1992-12-27 (33 years old)  
Gender    Female  
Residential location                              Polokwane / Pietersburg  
Limpopo  
Telephone number                              *Information is available only for registered users.*  
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## Work experience

Working period                                      **nuo 2015.05 iki 2015.07**  
Company name                                      prosperity funeral advicer  
You were working at:                              Receptionists  
What you did at this job position?              answer phones.set up the meeting  
  
You were working at:                              Builders

## Education

Educational period                                      **nuo 2015.09 iki 2016.08**  
Educational institution                              icollege  
Educational qualification                              human resource management  
I could work    office work

## Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	fluent

## Computer knowledge

Microsoft office. Microsoft excel. Microsoft PowerPoint. Microsoft publisher.

### Recommendations

Contact person	Anna manthata
Occupation	supervisor
Company	on the dot
Telephone number	076 2429 354

### Additional information

Your hobbies	Netball reading. Cooking
Driver licenses	None
Salary you wish	5000.00 R per month
How much do you earn now	4000 R per month