



Phuti Alice Manamela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin/receptionist, engineering apprenticeship(mechanical) or General assistant.

Am ambitious, a fast learner,I adapt to new environment easily, a team player,goal driven and good communication skills.

Preferred occupation

Administrators

Administrative jobs

Receptionists

Hotel jobs

Generals

General jobs

apprentice

Engineering jobs

Preferred work location

Bethal

Mpumalanga

Witbank

Mpumalanga

Pretoria / Tshwane

Gauteng

Kriel

Mpumalanga

Contacts and general information about me

Gender

Female

Residential location

Bethal

Mpumalanga

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

Working period **nuo 2016.01 iki 2016.12**

Company name adequate technical college

You were working at: Administrators

Occupation receptionist

What you did at this job position? admin duties, compiling documents, making and receiving calls,making templates (staff registers nd students registers),filling, typing, making copies, scans and interacting with clients on daily basis as i was working on the front desk

Education

Educational period **nuo 2008.01 iki 2012.12**

Degree Grade 12 / Matric

Educational institution Makgoka high school

Educational qualification N2 mechanical engineering

I could work as a admin/ receptionist,an apprentice, or general assistant

Degree Some Schooling

Educational institution Lephalale Tvet College

Educational qualification N2

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Sepedi	fluent	fluent	fluent
isiZulu	basic	basic	basic

Computer knowledge

Microsoft word

Additional information

Driver licenses None

Salary you wish R7000 R per month