



# Thobile Makhanya

Curriculum Vitae (CV)

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

Any kind of job but more especially administration work, Receptionist and clerks of work.

I have strong ethics

I can work easily with the crowd and different kinds of environment

I adapt easily to change.

I am honesty and trustworth

Preferred occupation                      Receptionist  
Administrative jobs

Preferred work location                      Durban City  
KwaZulu-Natal

## Contacts and general information about me

Day of birth                                      1996-02-19 (29 years old)

Gender    Female

Residential location                              Durban City  
KwaZulu-Natal

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

Email address                                      *Information is available only for registered users.*  
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## Work experience

Working period                                      **nuo 2015.09 iki 2017.04**

Company name                                      Prince memorial mshiyeni hospital

You were working at:                              Front Desk Agent

Occupation    Admin clerk

What you did at this job position?      I was dealing with the clerical duties and admin work

## Education

Educational period	<b>nuo 2014.01 iki 2015.07</b>
Degree	Diploma
Educational institution	Kzn Tvet collage
Educational qualification	National N Diploma in public management
I could work	At any kind of environment

#### Languages

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

#### Computer knowledge

Basic computer skills.

Microsoft Word

Microsoft excel

PowerPoint

Interne

Microsoft publisher

#### Recommendations

Contact person	Mrs Faya
Occupation	Chief clerk
Company	Prince mshiyeni
Telephone number	0319078118

#### Additional information

Your hobbies	Observing and reserching
Driver licenses	None
Salary you wish	R6000 R per month
How much do you earn now	R1000 R per month