



Elsie Lekalakala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a confident communicator with a friendly manner who can work in reception as a main point of contact for all visitors to all the employees. I can undertake a variety of administrative duties to assist in the smooth running of the company, well organised, able to work on my own initiative and capable of dealing with demanding visitors and difficult callers. Well presented, having accurate typing skills, right now I am looking for a suitable semi-skilled level position with an employer who can provide an innovative and stimulating working environment, as well as great learning and development opportunities

I have four years of experience working as a Receptionist for LMT Products Pty (Ltd), and I finished my N6 Management Assistant certificate at Tshwane North College. I believe that I have the requested skills and abilities to perform the duties you've stipulated exceptionally well.

During my four years as a Receptionist, I started off as a Management Assistant Intern and got a role of the Receptionist 18 months after. As a hard-working individual, I learned to always complete a task I have been given to the end.

My performance was above standard, and I was frequently praised for my calm and collective manner to every situation.

For all of the above reasons, I am confident that you will find me to be a compelling candidate. You can contact me at elsielekalakala@gmail.com or by phone at (0834878884). I am available any time for an interview, as I am now a permanent resident in Centurion although am willing to move. I look forward to discussing this opportunity with you in detail.

Preferred occupation

Administrators

Administrative jobs

Switchboard operator

Administrative jobs

Customer care agent

Administrative jobs

Receptionist

Administrative jobs

	Front Desk Agent Administrative jobs
	Data capturers Administrative jobs
	Filing clerk Administrative jobs
	Personal assistant Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1989-03-24 (36 years old)
Gender	Male
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	8500 R per month
How much do you earn now	7400 R per month