



Nyeleti Precious Mantsena

Curriculum Vitae (CV)

What job i'm looking for? My positive points

All the jobs that I have indicated on the form .

I am very accurate, strong communication skills , I can listen to details and follow them , its easy for me to mantain a good relationship with clients , work easily with people.

Preferred work location	Johannesburg Gauteng
	East Rand Gauteng
	West Rand Gauteng
	Polokwane / Pietersburg Limpopo
	East London Eastern Cape
	Mbombela / Nelspruit Mpumalanga
	Middelburg Mpumalanga

Contacts and general information about me

Day of birth	1991-02-21 (33 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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

Work experience

Working period	nuo 2018.03 iki 2019.03
Company name	Total Sports
You were working at:	Sales administartor
Occupation	Sales consultant and administrator
What you did at this job position?	Order entry, keeping customers records,lead the sales team,demonstrate and advocate product knowledge.
Working period	nuo 2016.07 iki 2017.12
Company name	Malamulele mental health society
You were working at:	Administrators
Occupation	Admin clerk
What you did at this job position?	Capture all department documents, secure information by completing database backup, monitoring attendance register, ordering all stationary, capturing and submitting of monthly data reviews.
Working period	nuo 2014.04 iki 2015.07
Company name	Malamulele east circuit
You were working at:	Administrators
Occupation	Employment relation
What you did at this job position?	Handling all absenteeism of teachers from schools (leave forms), distributing payrolls and salary advices to schools, capturing school books statistics from school, data capturing , capturing learners details from school.

Education

Educational period	nuo 2018.03 iki 2019.03
Degree	Certificate
Educational institution	W&RSETA
Educational qualification	RETAIL AND WHOLESALE SUPERVISION NQF 4
I could work	RETAIL SUPERVISOR
Educational period	nuo 2009.12 iki dabar
Degree	Grade 12 / Matric
Educational institution	NEW ERA COLLEGE
Educational period	nuo 2010.01 iki dabar
Degree	Diploma
Educational institution	PC TRAINING & BUSINESS COLLEGE
Educational qualification	Information technology
I could work	Programmer

Languages

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

Computer knowledge

Microsoft office
Spread sheet
Database
Microsoft excel

Recommendations

Contact person	PATRICIA MAKUA
Occupation	Assistant manager
Company	Total sports
Telephone number	015 781 0790
Contact person	Rhavuanzo MF
Occupation	Circuit manager
Company	Malamulele east circuit
Telephone number	015 853 1089

Additional information

Your hobbies	Reading and writing Singing Playing netball
Driver licenses	None
Salary you wish	4000 R per month
How much do you earn now	1000 R per month