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I am applying for the receptionist position. I have a knowledge in database and word, Excel. In my school I did management assistant course that is why I think I can be fulfill the position of being a receptionist.

Preferred work location	East London
	Eastern Cape

Residential location Eastern Cape

Email address *Information is available only for registered users.*
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Degree	Certificate
<p>1. Business Administration</p> <p>2. Business Management</p> <p>3. Business Development</p> <p>4. Business Operations</p> <p>5. Business Finance</p> <p>6. Business Law</p> <p>7. Business Marketing</p> <p>8. Business Sales</p> <p>9. Business Training</p> <p>10. Business Consulting</p>	<p>1. Business Administration</p> <p>2. Business Management</p> <p>3. Business Development</p> <p>4. Business Operations</p> <p>5. Business Finance</p> <p>6. Business Law</p> <p>7. Business Marketing</p> <p>8. Business Sales</p> <p>9. Business Training</p> <p>10. Business Consulting</p>

Educational qualification	N5 Management Assistant
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I could work As receptionist/ data capture also as a PA

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

I have a knowledge in word, Excel, Powe point

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
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Driver license from

2019-03-00 (6 years)

Salary you wish

500 R per month