



William Bulelani Mantanga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for office Administration jobs or general worker.

I'm honestly, hard working, friendly, good communicator, problem solve, good computer skills, teamwork, self motivated person who willing to learn new things each and everyday to improve my experience in the position.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1991-06-26 (34 years old)
Gender	Male
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 2019.06 iki 2019.08
Company name	Inkwenkwezi Health Care Centre
You were working at:	Receptionists
Occupation	RECEPTIONIST
What you did at this job position?	Answering internal and external calls, filling,data capture, confirming medical aid,

Working period	nuo 2020.02 iki 2020.04
Company name	Cater chain food service (Bluemarable)
You were working at:	Butchers
Occupation	Production
What you did at this job position?	Packer, working in the production position whereby we produce many things like cheers, polony ...ribs, Russians

Working period	nuo 2019.02 iki 2019.05
Company name	Cosmetic connection
You were working at:	Part time jobs
Occupation	Shelves Packer, general worker
What you did at this job position?	Shelves Packer, stock take, general worker

Education

Educational period	nuo 2017.01 iki 2019.12
Degree	Certificate
Educational institution	IKHALA TVE COLLEGE
Educational qualification	NQF LEVEL 4 OFFICE ADMINISTRATION
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	fluent
isiXhosa	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
Sesotho	good	basic	basic

Computer knowledge

I was doing office data processing.

Power point
Excel
Word
Access
Mail merge

Conferences, seminars

Yes I was doing my practical in the reception area to improve my experience in the position.

Recommendations

Contact person	Dr.L . Ndamase
Occupation	Manager
Company	Inkwenkwezi Health Care Centre
Telephone number	0458382457
Email address	Dr@ndamase.co.za

Additional information

Your hobbies	Hard working Self motivated Preparing for my work Exercise Productive
Salary you wish	R3500 R per month
How much do you earn now	Unemployed R per month