



Sinethemba Mahlaba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im looking forward to work at your company as a receptionist/admistrator

- *Im good at communicating and welcoming the incoming client
- *Good communication through the phone and i patient enough to answer the incoming calls and transferring it to the right department
- *Good at taking the message when the person whose need it not around
- *Im computerized(ms office/word / excel)
- *Data capturing
- *Sending email if it need

Preferred occupation Call Centre agent
 Administrative jobs

Preferred work location Johannesburg
 Gauteng

Contacts and general information about me

Day of birth 1997-10-25 (27 years old)

Gender Female

Residential location Johannesburg
 Gauteng

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

Email address *Information is available only for registered users.*
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Additional information

Salary you wish 6000 R per month

How much do you earn now 3000 R per month