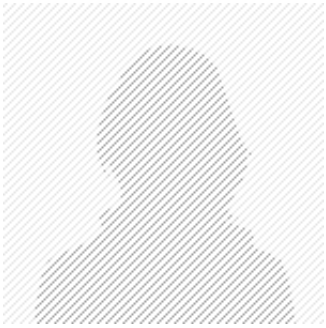

Sinethemba Mahlaba

Curriculum Vitae (CV)

Jobin.co.za

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 (26 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.* Sign in

Additional information

Salary you wish	6000 R per month
How much do you earn now	3000 R per month