



# Nkateko Manyiki

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Receptionist

I have an experience in administration and I also have a computer practice certificate

|                         |                                     |
|-------------------------|-------------------------------------|
| Preferred occupation    | Receptionist<br>Administrative jobs |
| Preferred work location | Tzaneen<br>Limpopo                  |
|                         | Polokwane / Pietersburg<br>Limpopo  |
|                         | Giyani<br>Limpopo                   |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1997-10-17 (27 years old)   |
| Gender               | Female  |
| Residential location | Tzaneen<br>Limpopo  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |                                |
|------------------------------------|--------------------------------|
| Working period                     | <b>nuo 2016.01 iki 2018.01</b> |
| Company name                       | Cybersnap computers            |
| You were working at:               | Agents                         |
| Occupation                         | Administration clerk           |
| What you did at this job position? | I was a receptionist           |
| Company name                       | Xibukulana high school         |
| You were working at:               | Principal                      |
| Occupation                         | Education assistant            |
| What you did at this job position? | Teach learners                 |

**Education**

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2018.06 iki 2019.06</b> |
| Degree                    | Certificate                    |
| Educational institution   | Nkangala Tvet college          |
| Educational qualification | Business management N5         |
| I could work              | Admin                          |

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2016.02 iki 2016.04</b> |
| Degree                    | Certificate                    |
| Educational institution   | Xitsavi youth project          |
| Educational qualification | Computer Literacy              |
| I could work              | Administration clerk           |

**Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| Xitsonga        | fluent                | fluent                     | fluent               |
| English         | fluent                | fluent                     | fluent               |

**Computer knowledge**

I know a knowledge behind the computer

**Recommendations**

|                  |                     |
|------------------|---------------------|
| Contact person   | Mongwe V            |
| Occupation       | Manager             |
| Company          | Cybersnap computers |
| Telephone number | 0606700491          |

**Additional information**

|                          |                                     |
|--------------------------|-------------------------------------|
| Driver licenses          | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from      | 2021-04-00 (3 years)                |
| Salary you wish          | R5000 R per month                   |
| How much do you earn now | R00 R per month                     |