



Freddah Reginah Ranape

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a receptionist position.

My positive points is I studied business management and I have a N4 certificate.

- ¶ I have good communication skills.
- ¶ I have excellent customer service.
- ¶ I am team participator.
- ¶ I like to interact with clients and meet their needs.
- ¶ I am a hard worker.
- ¶ I am fast learner.

Preferred work location Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1989-06-09 (35 years old)

Gender Female

Residential location Vlaaklagte no 01
Mpumalanga

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

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2021.08 iki 2021.12**

Company name Van Schaick Book Store

You were working at: Sales consultant

Occupation Front counter, Sales assistant, Telephonic, Teller, Cleaner,
Packing shelves

What you did at this job position? I was ensuring that I deliver excellent service to clients always
and be a good image of the organization

Education

| | |
|---------------------------|--|
| Educational period | nuo 2013.01 iki 2013.12 |
| Degree | Certificate |
| Educational institution | Nkangala FET college witbank campus |
| Educational qualification | N4 Business management certificate |
| I could work | I could work as receptionist, secretary and management assistant |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | very good | very good | fluent |

Computer knowledge

My computer knowledge is based on Microsoft word and Microsoft Excel

Recommendations

| | |
|------------------|------------------------|
| Contact person | Mr Oupa Mabena |
| Occupation | Manager |
| Company | Van Schaick Book Store |
| Telephone number | 0722138228 |
| Email address | mabena.oupa@gmail.com |

Additional information

| | |
|--------------------------|--|
| Your hobbies | I like to read, listening to music, wacthing sports like soccer, I like to cook and wacthing news. |
| Salary you wish | R8500.00 R per month |
| How much do you earn now | Currently I am unemployed R per month |