



Siphokazi Mthuzula

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Effective use of the telephone and fax machine

Operating the switchboard

Reception of visitors

Handling emails

Filing

Typing of correspondence

Keeping diary

Scheduling of appointments

General administration

Organising venues for meetings

Preparation of notices and agendas

Taking of minutes

Typing minutes

Preferred occupation

Switchboard operator
Administrative jobs

Receptionist
Administrative jobs

Administrators
Administrative jobs

Debtors clerk
Administrative jobs

Secretaries
Administrative jobs

Preferred work location

East Rand
Gauteng

Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1997-09-05 (27 years old)

Gender Female

Residential location	East Rand 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

Additional information

Salary you wish	12 000 R per month
How much do you earn now	7 000 R per month