



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

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

12 000 R per month

How much do you earn now

7 000 R per month