



Karabo Mnisi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

1. Computer skills and knowledge:

1.1 Microsoft word

1.2 Microsoft excel

1.3 Microsoft PowerPoint

1.4 Email

1.5 pastel accounting/Sap

1.6 Internet research

2. Communication skills

2.1 Verbal skills: My ability to communicate well with different

2.2 people on the phone and face to face at tertiary level and at my admin job has enabled me to acquire this skill.

2.3 Writing skills: Writing memorandums, letters and reports as part of business communication module and assignments at

tertiary environment have enabled me to obtain this skill.

2.4 Interpersonal skills: My ability to speak, write and present

myself fluently and immaculately has enabled me to have good interpersonal relations with different people.

2.5 Leadership skills: I'm part of the committee of Jungle warriors kickboxing club and this made me realise that I have

Leadership skills as we have to make decisions and lead the organization into prosperity.

Preferred occupation

Accountants

Finance jobs

Financial advisor

Finance jobs

Cashiers

Retail, store jobs

Shop assistants

Retail, store jobs

Administrators

Administrative jobs

| | |
|-------------------------|-------------------------------|
| Preferred work location | Pretoria / Tshwane Gauteng |
| | Johannesburg Gauteng |
| | East Rand Gauteng |
| | West Rand Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1997-09-22 (26 years old) |
| Gender | Female |
| Residential location | Pretoria / Tshwane 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 |

Work experience

| | |
|------------------------------------|---|
| Working period | nuo 2021.02 iki 2021.06 |
| Company name | Zakhele Primary school |
| You were working at: | Administrators |
| Occupation | Administrative assistant |
| What you did at this job position? | Answer phone and welcome visitors. Schedule appointments, maintain Calendars, schedule and coordinate staff and other meetings. collate and distribute mail such as memos, invoices, reports and correspondence. create and maintain filing system, both physical and electronic. write and edit documents from letters to reports and instructional documents. 2019 - 2020 Name of company |
| Working period | nuo 2019.01 iki 2020.01 |
| Company name | Playbet Pretoria |
| You were working at: | Cashiers |
| Occupation | Cash clerk |
| What you did at this job position? | Housekeeping, process bets for customers. collecting money from customers for the bets, assist customer queries. |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2011.01 iki 2015.12 |
| Degree | Grade 12 / Matric |
| Educational institution | Hoërskool fh odendaal |
| Educational qualification | Grade 12 |
| I could work | Yes |

| | |
|---------------------------|---------------------------------|
| Educational period | nuo 2016.02 iki 2018.12 |
| Degree | Diploma |
| Educational institution | Damelin |
| Educational qualification | Diploma in financial accounting |
| I could work | Yes |

Languages

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

Recommendations

| | |
|------------------|----------------------------|
| Contact person | Nokukhanya nyawane |
| Occupation | Chairperson |
| Company | Sisonke trading enterprise |
| Telephone number | 0732351097 |

| | |
|------------------|------------------------|
| Contact person | Dikgetho denice |
| Occupation | Adminstraror |
| Company | Zakhele Primary school |
| Telephone number | 084 234 8537 |

Additional information

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|-----------------|---------------------------|
| Driver licenses | B Light Vehicle ≤ 3,500kg |
|-----------------|---------------------------|