



# Mabatho Seabela

Curriculum Vitae (CV)

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

Receptionist and Cashier:

Positive points are answering and routing phone calls. Managing communications on the front lines is the biggest priority

Good communications with visitors and customers, creating a good first impression with visitors

Scheduling management, I can schedule managers appointments and help with other aspects

## Contacts and general information about me

Day of birth	1986-03-19 (38 years old)
Gender	Female
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2022.10 iki 2023.03</b>
Company name	MM Boikago Early Learning Centre
You were working at:	Receptionist
Occupation	Admin Clerk
What you did at this job position?	Admission of children, Receiving school fees
Working period	<b>nuo 2013.06 iki 2015.09</b>
Company name	Ring-Mash Nursing School
You were working at:	Administrators
Occupation	Secretary
What you did at this job position?	Admission of students, Typing of documents

Working period	<b>nuo 2010.09 iki 2013.05</b>
Company name	Usave
You were working at:	Cashiers
Occupation	Casheir
What you did at this job position?	Receiving payments via cash or card, helping with cash ups

### Education

Educational period	<b>nuo 1992.01 iki 2004.12</b>
Degree	Grade 12 / Matric
Educational institution	Holy Trinity
Educational qualification	Certificate in Grade 12
I could work	yes

Educational period	<b>nuo 2013.02 iki 2013.08</b>
Degree	Certificate
Educational institution	Dameline Business College
Educational qualification	Office Administration
I could work	yes

Educational period	<b>nuo 2014.10 iki 2015.04</b>
Degree	Certificate
Educational institution	Centre for Business Education and Training
Educational qualification	Computer Literacy
I could work	Yes

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Sepedi	very good	very good	very good

### Computer knowledge

Microsoft office: Word, Access, PowerPoint, publisher, Excel

### Additional information

Your hobbies	Reading books
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2014-03-00 (10 years)
Salary you wish	5000 R per month
How much do you earn now	6500 R per month