



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2022.10 iki 2023.03
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	nuo 2013.06 iki 2015.09
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 **nuo 2010.09 iki 2013.05**
 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 **nuo 1992.01 iki 2004.12**
 Degree Grade 12 / Matric
 Educational institution Holy Trinity
 Educational qualification Certificate in Grade 12
 I could work yes

Educational period **nuo 2013.02 iki 2013.08**
 Degree Certificate
 Educational institution Dameline Business College
 Educational qualification Office Administration
 I could work yes

Educational period **nuo 2014.10 iki 2015.04**
 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