



Mercy Makhudu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Housekeeping supervisor,
Office administration,
Receptionist,
General work,

My positive points are ,I am a team worker,hard worker and fast learner looking for new challenges.

Preferred occupation Receptionists
Hotel jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Gender Female

Residential location Johannesburg
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2017.06 iki 2023.07**

Company name Africa Cleaning services

You were working at: Housekeeper

Occupation Housekeeping manager

What you did at this job position? Managing a team of housekeepers,placing orders for cleaning chemicals,planing staff rosters monthly,Doing interviews when there's shortage of staff,preparing staff tomesheets monthly.

Working period **nuo 2016.01 iki 2017.05**
 Company name Batlhasedi pty ltd
 You were working at: Sales administrartor
 Occupation Office administration
 What you did at this job position? Planing booking for customers needing shuttles to deliver them to their destination after landing at airport,making records of their payment,reading and responding to emails.

Education

Educational period **nuo 2012.01 iki 2013.01**
 Degree Certificate
 Educational institution Boston city college
 Educational qualification General management certificate and assistance bookkeeping
 I could work As a general manager and bookkeeper

Languages

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

Computer knowledge

Microsoft Excel
 Microsoft word

Recommendations

Contact person Keinnetse motsepe
 Occupation Lounge manager
 Company Slow lounge Lanseria
 Telephone number 0873330500
 Email address Keinnetse.motsepe@slow.co.za

Contact person Amanda mbele
 Occupation Lounge host
 Company Slow lounge Lanseria
 Telephone number 084 958 5343
 Email address amanda.mbele@slow.co.za

Additional information

Your hobbies I am into volleyball and reading novels.

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-06-00 (7 years)
Salary you wish	R1200.00 R per month
How much do you earn now	R6000.00 R per month