



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.*
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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