



# Mandisa Kausele

Curriculum Vitae (CV)

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

I'm delighted to write to you today to share my interest in the Receptionist position available. As an experienced administrative worker with a diverse background, I believe this position may allow me to combine my skills effectively. I'm detail-oriented and an expert multitasker, and I'm excited about this opportunity with your organization.

Preferred occupation                      Switchboard operator  
Administrative jobs

Preferred work location                      Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth                                      2001-11-25 (23 years old)

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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## Education

Educational period                              **nuo 2015.01 iki 2019.11**

Degree    Grade 12 / Matric

Educational institution                              Kibler Park Secondary School

Educational qualification                              Matric

I could work                                      Yes

Educational period                              **nuo 2021.01 iki 2022.11**

Degree    Certificate

Educational institution                              Richfield Graduate institute of Technology

Educational qualification                              Travel & Tourism N4 and N6

I could work                                      Yes

## Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	good	good	good
English	very good	very good	very good
isiZulu	good	good	good

**Computer knowledge**

MS WORD  
 MS POWERPOINT  
 MS ACCESS

**Conferences, seminars**

N/A

**Additional information**

Your hobbies	Reading Writing in my journal Travelling
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	0.00 R per month