



# 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 (22 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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>

## Education

Educational period	<b>nuo 2015.01 iki 2019.11</b>
Degree	Grade 12 / Matric
Educational institution	Kibler Park Secondary School
Educational qualification	Matric
I could work	Yes
Educational period	<b>nuo 2021.01 iki 2022.11</b>
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