



# Matlou Manamela

Curriculum Vitae (CV)

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

I'm looking for receptionist and administrative jobs. I'm an enthusiastic individual with interpersonal skills, problem solving, flexibility, good written and verbal communication. I have the ability to quickly master tasks and work independently. I am a person who can work under pressure and can work extended hours. I exercise commitment in everything that I do, and completing tasks that are given to me is my priority. I am able to evaluate and prioritise tasks and always ready to go extra mile. I have good computer application skills on Ms Word, Power Point, Excel, Outlook, and Internet

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	2000-01-29 (24 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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>

## Additional information

Salary you wish	R8000 R per month
-----------------	-------------------