



# Anele Makeleni

Curriculum Vitae (CV)

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

I'm looking for office administration, receptionist or general workers jobs and I have done Office Administration NQF Level 4

Preferred occupation	Administrators Administrative jobs
Preferred work location	Queenstown Eastern Cape

## Contacts and general information about me

Day of birth	1996-06-27 (28 years old)
Gender	Male
Residential location	Queenstown Eastern Cape
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Education

Educational period	<b>nuo 2020.01 iki 2022.11</b>
Degree	Grade 12 / Matric
Educational institution	Ikhala TVET College
Educational qualification	Office Administration NQF Level 4

## Languages

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

## Computer knowledge

Internet

Microsoft word processing  
**Additional information**

Microsoft excel	
Driver licenses	None
Outlook	
Salary you wish	R8000.00 R per month
PowerPoint	
How much do you earn now	R0.00 R per month
Access	