



Karabo Makhetha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administrative job maybe as a front desk Receptionist as I am good at people skills,I am friendly and speak fluently in English alongside other African languages.

Preferred occupation	Medical receptionist Medicine, healthcare, nursing jobs
	Front Desk Agent Administrative jobs

Contacts and general information about me

Gender	Female
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Company name	Benjamin Preparatory school
You were working at:	Receptionist
Occupation	Schools receptionist
What you did at this job position?	I print.type important letters,deal with suppliers meet and greet.promote the school upon enquiries,handling money that comes through,recons

Education

Educational period	nuo 2009.01 iki 2013.12
Degree	Grade 12 / Matric
Educational institution	Bracken high school

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

Computer knowledge

I can work on Word.powerpoint Excel you name it

Recommendations

Contact person	Nonhlanhla
Occupation	Schools HR manager
Company	Benjamin Preparatory school
Telephone number	078 063 3942

Additional information

Driver licenses	None
Salary you wish	10 000 R per month
How much do you earn now	7000 R per month