



# 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                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
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## 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