



# Zimkita Manyati

Curriculum Vitae (CV)

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

Receptionist

Administration

Call center

Preferred occupation

Switchboard operator  
Administrative jobs

Preferred work location

Port Elizabeth  
Eastern Cape

## Contacts and general information about me

Day of birth

1992-11-09 (32 years old)

Gender

Female

Residential location

Port Elizabeth  
Eastern Cape

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

Working period

**nuo 2024.01 iki 2024.04**

Company name

Hyundai P.E

You were working at:

Office manager

Occupation

Receptionist

What you did at this job position?

Answer call, banking, order, customer service

Working period

**nuo 2021.08 iki 2023.12**

Company name

Volkswagen Uitnhage

You were working at:

Office manager

Occupation

Receptionist

## Education

Educational period

**nuo 2007.02 iki 2010.11**

Degree

Certificate

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	very good	fluent	fluent

**Computer knowledge**

Microsoft

Word

Excel

Sam

Drive

Outlook

**Additional information**

Salary you wish	9000 R per month
How much do you earn now	7500 R per month