



Evelin Mokgadi Ratala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a highly organized and efficient with extensive experience in administrative and clerical support roles. Proven ability to manage multiple tasks and prioritize competing demands while maintaining a focus on achieving results. As a receptionist Intern I was operation the switchboard, answering calls and transferring them to the correct person, welcoming visitors directing them to the correct place and offering them some refreshments, Filling, Data capturing, receiving office deliveries, making printout copies, scanning, responsible for the office requisition, sending out the invitation for the meeting, taking the minutes of a meeting, drafting Agenda, sending receiving and responding to emails. Being a Cashier at checkers I was serving up smiles and excellent service. Experienced In handling transactions with accuracy and efficiency. Ready to welcome customers with a friendly attitude and ensure a smooth checkout process. Skilled in multitasking and problem-solving to provide a seamless shopping experience.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1999-03-13 (25 years old)
Gender	Male
Residential location	Johannesburg Gauteng
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