



Philisiwe Khanye

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin jobs.

I'm a well organized person

Can work alone and also with a team .

Good typist

Communication skills

Well mannered

Preferred occupation Administrators
Administrative jobs

Preferred work location Pretoria / Tshwane
Gauteng

Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1996-07-27 (28 years old)

Gender Female

Residential location Johannesburg
Gauteng

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 2023.03 iki 2024.08**

Company name City Of Johannesburg Metropolitan Municipality

You were working at: Receptionist

Occupation Receptionist

What you did at this job position? Answering calls,attending meeting ,writing minutes,good communication skills with a client .

Education

Educational period **nuo 2019.01 iki 2022.12**
 Degree Certificate
 Educational institution South West Gauteng College
 Educational qualification Certificates
 I could work anywhere

Languages

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

Computer knowledge

Computer Practice N4-N5
 Microsoft Office
 Adobe

Conferences, seminars

yes ,I've attend a few .

Recommendations

Contact person Rose Mokaba
 Occupation Administrator
 Company City Of Johannesburg
 Telephone number 0824679682
 Email address RoseM@joburg.org.za

Additional information

Your hobbies cooking
 Baking
 Traveling
 Cleaning
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2020-08-00 (4 years)
 Salary you wish 10000 R per month
 How much do you earn now 5000 R per month