



# Manini Makhetha

Curriculum Vitae (CV)

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

Administration position

I'm committed in everything I do, I've got good communication skills, with good experience. I can multitask and work overtime. I have time management and also work hard

Preferred occupation	Administrators Administrative jobs
Preferred work location	Welkom Free State

## Contacts and general information about me

Day of birth	1993-07-01 (31 years old)
Gender	Female
Residential location	Welkom Free State
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2018.01 iki 2019.07</b>
Company name	Phehello secondary school
You were working at:	Secretaries
Occupation	Clerk
What you did at this job position?	Helping educators and learners with admin work like doing photocopies, typing question papers, answering calls, entering marks and doing reports, helping learners with CAT subject (computers) and also helping principal with emails and other educators, writing minutes during school meetings and staff meetings, helping the Grade 12's applying for universities with their tablet and also helping with monitoring movements of learners around if there's a meeting sometimes.

## Education

Educational period	<b>nuo 2017.01 iki 2018.07</b>
Degree	Certificate
Educational institution	Goldfields Tvet college
Educational qualification	Management Assistant N6
I could work	Admin work

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	good	good	good

### Computer knowledge

I've got good computer knowledge because I have studied computer and passed the subject very well in the course of Management Assistant N6

### Conferences, seminars

At church  
Helping them with secretary's office

### Recommendations

Contact person	Mr Molutsi
Occupation	Principal
Company	Phehello secondary school
Telephone number	0724246684
Contact person	Mr Molutsi
Occupation	Principal
Company	Phehello secondary school
Telephone number	0728771390

### Additional information

Your hobbies	Reading a Bible and exercising
Driver licenses	None
Salary you wish	R6 000 R per month
How much do you earn now	R0. 00 R per month