



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> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|---|
| Working period | nuo 2018.01 iki 2019.07 |
| 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 | nuo 2017.01 iki 2018.07 |
| 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 |