



Matapa Manamela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have an experience working as an Administration Assistant. I worked as a receptionist for 12 months at Audi Centre Hatfield so I was searching to be employed again for the same position, work as an Administration Assistant. I know and understand fully what good customer service means. I know how to smile and greet clients, assist and give directions. I know how to answer the phone professionally and transfer calls as well as taking messages. Handle and capture invoices. I manage the reception area well and I maintain a healthy working environment. I have high energy level and I am very organised. I am a good team player and I am very respectful.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1998-05-22 (26 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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

Additional information

Salary you wish	5000 R per month
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