



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 |
|-----------------|------------------|