



# Phuti Alice Manamela

Curriculum Vitae (CV)

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

Admin/receptionist, engineering apprenticeship(mechanical) or General assistant.

Am ambitious, a fast learner,I adapt to new environment easily, a team player,goal driven and good communication skills.

Preferred occupation

- Administrators**  
Administrative jobs
- Receptionists**  
Hotel jobs
- Generals**  
General jobs
- apprentice**  
Engineering jobs

Preferred work location

- Bethal**  
Mpumalanga
- Witbank**  
Mpumalanga
- Pretoria / Tshwane**  
Gauteng
- Kriel**  
Mpumalanga

## Contacts and general information about me

Gender: Female

Residential location: Bethal  
Mpumalanga

Telephone number: *Information is available only for registered users.*  
[Sign in](#)

Email address: *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period **nuo 2016.01 iki 2016.12**  
 Company name adequate technical college  
 You were working at: Administrators  
 Occupation receptionist  
 What you did at this job position? admin duties, compiling documents, making and receiving calls, making templates (staff registers and students registers), filling, typing, making copies, scans and interacting with clients on daily basis as i was working on the front desk

**Education**

Educational period **nuo 2008.01 iki 2012.12**  
 Degree Grade 12 / Matric  
 Educational institution Makgoka high school  
 Educational qualification N2 mechanical engineering  
 I could work as a admin/ receptionist, an apprentice, or general assistant

Degree Some Schooling  
 Educational institution Lephhalale Tvet College  
 Educational qualification N2

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Sepedi	fluent	fluent	fluent
isiZulu	basic	basic	basic

**Computer knowledge**

Microsoft word

**Additional information**

Driver licenses None  
 Salary you wish R7000 R per month