



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 Lephallale 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