



Thobile Makhanya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Any kind of job but more especially administration work, Receptionist and clerks of work.

I have strong ethics

I can work easily with the crowd and different kinds of environment

I adapt easily to change.

I am honesty and trustworth

Preferred occupation Receptionist
Administrative jobs

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 1996-02-19 (28 years old)

Gender Female

Residential location Durban City
KwaZulu-Natal

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

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2015.09 iki 2017.04**

Company name Prince memorial mshiyeni hospital

You were working at: Front Desk Agent

Occupation Admin clerk

What you did at this job position? I was dealing with the clerical duties and admin work

Education

Educational period	nuo 2014.01 iki 2015.07
Degree	Diploma
Educational institution	Kzn Tvet collage
Educational qualification	National N Diploma in public management
I could work	At any kind of environment

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

Computer knowledge

Basic computer skills.

Microsoft Word

Microsoft excel

PowerPoint

Interne

Microsoft publisher

Recommendations

Contact person	Mrs Faya
Occupation	Chief clerk
Company	Prince mshiyeni
Telephone number	0319078118

Additional information

Your hobbies	Observing and reserching
Driver licenses	None
Salary you wish	R6000 R per month
How much do you earn now	R1000 R per month