



# Elsie Lekalakala

Curriculum Vitae (CV)

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

I am a confident communicator with a friendly manner who can work in reception as a main point of contact for all visitors to all the employees. I can undertake a variety of administrative duties to assist in the smooth running of the company, well organised, able to work on my own initiative and capable of dealing with demanding visitors and difficult callers. Well presented, having accurate typing skills, right now I am looking for a suitable semi-skilled level position with an employer who can provide an innovative and stimulating working environment, as well as great learning and development opportunities

I have four years of experience working as a Receptionist for LMT Products Pty (Ltd), and I finished my N6 Management Assistant certificate at Tshwane North College. I believe that I have the requested skills and abilities to perform the duties you've stipulated exceptionally well.

During my four years as a Receptionist, I started off as a Management Assistant Intern and got a role of the Receptionist 18 months after. As a hard-working individual, I learned to always complete a task I have been given to the end.

My performance was above standard, and I was frequently praised for my calm and collective manner to every situation.

For all of the above reasons, I am confident that you will find me to be a compelling candidate. You can contact me at elsielekalakala@gmail.com or by phone at (0834878884). I am available any time for an interview, as I am now a permanent resident in Centurion although am willing to move. I look forward to discussing this opportunity with you in detail.

Preferred occupation

**Administrators**

Administrative jobs

**Switchboard operator**

Administrative jobs

**Customer care agent**

Administrative jobs

**Receptionist**

Administrative jobs

**Front Desk Agent**  
Administrative jobs

**Data capturers**  
Administrative jobs

**Filing clerk**  
Administrative jobs

**Personal assistant**  
Administrative jobs

Preferred work location

Pretoria / Tshwane  
Gauteng

Johannesburg  
Gauteng

**Contacts and general information about me**

Day of birth 1989-03-24 (35 years old)

Gender Male

Residential location Pretoria / Tshwane  
Gauteng

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

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

**Additional information**

Salary you wish 8500 R per month

How much do you earn now 7400 R per month