



# Phanel Makhamo

Curriculum Vitae (CV)

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

While reading Employment Times on my E-mails I seen your advertisement for the requirement you have with your company for the post of Receptionist/Switchboard /Admin clerk. In response to that advertisement I want to apply for the same post in your company. As far as my qualifications are concerned I completed my certificate with specialization in English Communication. Thus my communication skills are just excellent apart from speaking English I can talk in 4 other different languages with 100% accuracy and fluency. As a receptionist I worked for 2-3 years in RTT Logistics Company at (Head Office Jet Park), you can take this as reference which will prove my abilities. Along with this letter I am attaching my resume, work experience certificate and other documents. Kindly inform me as soon as possible if my profile suites your requirement.

Preferred occupation	Switchboard operator Administrative jobs
	Receptionist Administrative jobs
	Front Desk Agent Administrative jobs
Preferred work location	Polokwane / Pietersburg Limpopo

## Contacts and general information about me

Day of birth	1980-04-05 (44 years old)
Gender	Male
Residential location	Polokwane / Pietersburg Limpopo
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Additional information

Salary you wish	8000 R per month
How much do you earn now	5500 R per month