



Mmaditaba Nkeli

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am currently volunteering at Lakeside Estate Primary School as an administrator assistant. I have good telephonic skills. I have very good MS Office skills. I have a student mentality and I am eager to learn new things. I am an introverted extrovert. I can work as a team and I can also be productive working alone. I can keep confidential information. I have very good communication skills.

| | |
|-------------------------|---|
| Preferred occupation | Receptionist Administrative jobs |
| | Administrators Administrative jobs |
| | Call Centre agent Administrative jobs |
| | Front Desk Agent Administrative jobs |
| | Data capturers Administrative jobs |
| Preferred work location | Johannesburg Gauteng |
| | Sedibeng Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1998-03-13 (26 years old) |
| Gender | Female |
| Residential location | Sedibeng Gauteng |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|--|
| Working period | nuo 2020.02 iki dabar |
| Company name | Lakeside Estate Primary School |
| You were working at: | Administrators |
| Occupation | Administrator assistant |
| What you did at this job position? | Type confidential information. Work as a communicator between the parents and the teachers. Handling of the telephone. |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2016.06 iki 2017.12 |
| Degree | Certificate |
| Educational institution | Sedibeng College |
| Educational qualification | Human Resources |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| Sesotho | fluent | fluent | fluent |
| isiZulu | basic | good | basic |

Computer knowledge

Operating System: Windows

Software: Microsoft Office, Adobe reader.

Recommendations

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|------------------|--------------------------------|
| Contact person | Mr Tekane |
| Occupation | Lecture |
| Company | Sedibeng College |
| Telephone number | 0818298585 |
| Email address | Thabangsurprise38@gmail.com |
| Contact person | Ms Fanya |
| Occupation | Mentor |
| Company | Lakeside Estate Primary School |
| Telephone number | 0165965061 |

Additional information

| | |
|--------------------------|------------------|
| Driver licenses | None |
| Salary you wish | 6000 R per month |
| How much do you earn now | 0.00 R per month |