



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

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