



Abongile Makhatha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am applying for the receptionist position. I have a knowledge in database and word, Excel. In my school I did management assistant course that is why I think I can fulfill the position of being a receptionist.

Preferred occupation	General jobs
Preferred work location	East London Eastern Cape

Contacts and general information about me

Gender	Female
Residential location	Eastern Cape
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

Education

Educational period	nuo 2018.01 iki 2020.06
Degree	Certificate
Educational institution	Buffalo City College
Educational qualification	N5 Management Assistant
I could work	As receptionist/ data capture also as a PA

Languages

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

Computer knowledge

I have a knowledge in word, Excel, Powe point

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
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Driver license from

2019-03-00 (5 years)

Salary you wish

500 R per month