



William Bulelani Mantanga

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for office Administration jobs or general worker.

I'm honestly, hard working, friendly, good communicator, problem solve, good computer skills, teamwork, self motivated person who willing to learn new things each and everyday to improve my experience in the position.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| Preferred work location | Johannesburg Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1991-06-26 (33 years old) |
| Gender | Male |
| Residential location | Johannesburg 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 2019.06 iki 2019.08 |
| Company name | Inkwenkwezi Health Care Centre |
| You were working at: | Receptionists |
| Occupation | RECEPTIONIST |
| What you did at this job position? | Answering internal and external calls, filling,data capture, confirming medical aid, |

Working period **nuo 2020.02 iki 2020.04**
 Company name Cater chain food service (Bluemarable)
 You were working at: Butchers
 Occupation Production
 What you did at this job position? Packer, working in the production position whereby we produce many things like cheers, polony ...ribs, Russians

Working period **nuo 2019.02 iki 2019.05**
 Company name Cosmetic connection
 You were working at: Part time jobs
 Occupation Shelves Packer, general worker
 What you did at this job position? Shelves Packer, stock take, general worker

Education

Educational period **nuo 2017.01 iki 2019.12**
 Degree Certificate
 Educational institution IKHALA TVE COLLEGE
 Educational qualification NQF LEVEL 4 OFFICE ADMINSTRATION
 I could work Yes

Languages

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

Computer knowledge

I was doing office data processing.

- Power point
- Excel
- Word
- Access
- Mail merge

Conferences, seminars

Yes I was doing my practical in the reception area to improve my experience in the position.

Recommendations

| | |
|------------------|--------------------------------|
| Contact person | Dr.L . Ndamase |
| Occupation | Manager |
| Company | Inkwenkwezi Health Care Centre |
| Telephone number | 0458382457 |
| Email address | Dr@ndamase.co.za |

Additional information

| | |
|--------------------------|---|
| Your hobbies | Hard working Self motivated Preparing for my work Exercise Productive |
| Salary you wish | R3500 R per month |
| How much do you earn now | Unemployed R per month |