



MANAMELA LERATO LINAH

HOUSE NO 75 MODUBE STREET MARAPONG LOCATION LEPHALALE 0556
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OBJECTIVE

I am a dependable and skilled office admin abilities, knowledge and adjustment to the workplace. I deliver quality, cost effective compassion and good understanding. I am motivated office skilled and house keeping with many years of experience. I have more than 3 years experience in construction. I am innovative and creative along with performing everyday office task. I have also experience such as driving for more than 10 years, administration for 3 years, reception for 1 year and office cleaner for 2 years, guesthouse admin 1 year. I also work as She-rep and fire basic fire fighter .

EXPERIENCE

- 2016 - 2017 • **RECEPTIONIST/CLERK ASSISTANT, CLEANER**
GENERAL ELECTRIC (MEDUPI PROJECT)
- 2019 - 2020 • **OFFICE ADMIN, PA,RECEPTIONIST, HOUSE KEEPER**
PRISATT BOUTIQUE HOTEL
- 2022 - 2023 • **RECEPTIONIST & DATA CAPTURE**
VHUSUNZI GROUP CONSTRUCTION (EXXARO)
- 2022 - 2024 • **OFFICE ADMINISTRATOR**
VHUSUNZI GROUP CONSTRUCTION (EXARRO)
- 1 MONTH • **SHE - REP /BASIC FIRE FIGHTER / ESKOM**
ZWANE INSPECTION

EDUCATION

- 2007 • **BIOLOGY, MATHS,PHYSICAL SCIENCE**
PHEGELO HIGH SCHOOL
11
- 2020 • **SECURITY CERTIFICATE**
WENDY SECURITY AND ARMED RESPONSE
E,D, C
- 2015 • **ELECTRICAL ENGINEERING**
LEPHALALE TVET COLLEGE
N2
- 2015 • **BUSINESS COMPUTING**
LEPHALALE TVET COLLEGE
NQF LEVEL 3
- 2024 • **BASIC FIRE FIGHER, SHE REPRESENTATIVES**
CORE SKILLS ACADEMY
NQF LEVEL 3

SKILLS

- Computer literate • Typing • Good telephone adequate • Highly organized • Reliable and Punctual • Good communication skills • Able to multi task and prioritize
- Affective team member

100%

ACHIEVEMENTS & AWARDS

- switchboard and Reception •Data capture •Safety, health and environmental •Computer Literacy (Microsoft) •Administration duties

LANGUAGES

- -SEPEDI -ENGLISH

PERSONAL DETAILS

- Date of Birth : 31-03-1987
- Marital Status : SINGLE
- Nationality : SOUTH AFRICA
- Gender : FEMALE
- Driving Licence : CODE 10 (C1)

REFERENCE

- **LUCKY - ZWANE INSPECTION**
076 062 1585
- **TEBOGO SADIKI - VHUSUNZI GROUP (PTY) LTD**
MANAGING DIRECTOR
079 846 7961
- **- PRISSAT BOUTIQUE HOTEL**
MANAGER
014 763 2302 / 078 783 2884
- **MR RILLY -**
AGENT MANAGER (STAFF U NEED)
083 236 2239