



Lavonne Sardien

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a admin clerk/assistant post,however very comfortable with PA / reception / Filing clerk posts

Preferred occupation	Administrators Administrative jobs
	Switchboard operator Administrative jobs
	Receptionist Administrative jobs
	Personal assistant Administrative jobs
	Front Desk Agent Administrative jobs
Preferred work location	Northern Suburbs Western Cape

Contacts and general information about me

Day of birth	1986-08-10 (38 years old)
Gender	Male
Residential location	Northern Suburbs Western 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

Work experience

Working period	nuo 2016.05 iki 2020.02
Company name	Hyundai
You were working at:	Administrators
Occupation	Admin Assistant
What you did at this job position?	All admin and reception and stock control

Education

Educational period **nuo 2001.01 iki 2004.12**
Degree Grade 10
Educational institution Parow High School

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

Computer knowledge

MS Office
Pastel

Recommendations

Contact person Le Rou
Occupation Manager
Company Hyundai
Telephone number 021 933 2013

Additional information

Driver licenses None
Salary you wish 11000 R per month
How much do you earn now 8500 R per month