



# Leeann Nagel

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

My business skills, penchant for detail and general aptitude have all served to help make me an above average worker. My approach to my wou goed beyond my job description as I am always looking for a way to improve efficiency.

I am recognised for my ability to communicate with clients, customers and management . I would be deeply hally with any open positions available in receptionists amd andy data capturing work

Preferred occupation	Receptionist Administrative jobs
	Data capturers Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1995-06-26 (29 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Company name	Blue Bull Maintenance Telecommunications
You were working at:	Fibre optic splicer
Occupation	Administration
What you did at this job position?	Graphic design. Data capturing. Answering phone calss .Dealing with clients

## Education

Educational period                      **nuo 2010.02 iki 2015.12**  
Degree                                      Grade 10  
Educational institution                Magalies School  
Educational qualification              College degree in administration

#### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	good	fluent	fluent

#### **Computer knowledge**

PowerPoint presentation  
Excel  
Word  
Email  
And fax  
An so on

#### **Additional information**

Driver licenses                          None  
Salary you wish                         7000 R per month