



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 work goes 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 happy with any open positions available in receptionists and any data capturing work

Preferred occupation	Receptionist Administrative jobs
	Data captureurs 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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

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 calls .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

Language	Speaking level	Understanding level	Writing level
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