



Shirleen Staggie

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a data capturing/receptionist work on a permanent basis, preferably in the Cape Town region.

My positive points is that I am a hardworking person, mature, passionate, consistent & disciplined.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1976-01-26 (48 years old)
Gender	Female
Residential location	Cape Town 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 2012.06 iki 2012.06
Company name	retreat clinic
You were working at:	Front Desk Agent
Occupation	administrative clerk
What you did at this job position?	administrative clerk/data capturer
Working period	nuo 2012.10 iki 2013.04
Company name	retreat swimming pool
You were working at:	Cashiers
Occupation	administrative clerk
What you did at this job position?	admin/cashier duties

Working period	nuo 2018.03 iki 2018.06
Company name	platinum recruitment
You were working at:	Filing clerk
Occupation	batching clerk
What you did at this job position?	filing clerk

Education

Educational period	nuo 1995.03 iki 1995.06
Degree	Certificate
Educational institution	none
Educational qualification	matric
I could work	where there is an opportunity available.

Languages

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

Computer knowledge

Microsoft Office Word
 Microsoft Office Excel
 Power Point
 Publisher
 Outlook
 Internet Explorer

Recommendations

Contact person	Wanita Goodwin
Occupation	CEO
Company	Platinum Recruitment
Telephone number	0836005738

Additional information

Driver licenses	None
Salary you wish	R7500 R per month