



# Charmaine Angelo

Curriculum Vitae (CV)

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

Please see attached cv.

Preferred occupation Administrators  
Administrative jobs

Preferred work location Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth 1986-10-29 (37 years old)

Gender Female

Residential location Pretoria / Tshwane  
Gauteng

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
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## Work experience

Working period **nuo 2007.01 iki 2019.01**

Company name Multi-Net Systems Pty Ltd

You were working at: Administrators

Occupation Tender Administrator

What you did at this job position? \* Logging all tender proposals and distributing to relevant parties, working to strict deadlines. Updating and maintaining the tender documents database and ensuring all information is accurate. Detailed cv to be provided.

Working period **nuo 2006.11 iki 2007.01**

Company name Imali Cash Loans

You were working at: General manager

Occupation Assistant Manageress/Receptionist

What you did at this job position? Assisting with daily running/management of the business. Reception duties. Detailed cv to be provided.

## Education

Educational period	<b>nuo 2003.01 iki 2003.01</b>
Degree	Grade 12 / Matric
Educational institution	Intec College
Educational qualification	Matric

### Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	very good	very good	very good
English	very good	very good	very good

### Computer knowledge

Ms Office  
Windows 7 Professional  
Ms Outlook  
Ms Word  
Ms Excel  
Nero Express  
Internet Explorer  
Able2Extract Professional  
Adobe Acrobat

### Recommendations

Contact person	Leonie De Lange
Occupation	HR Manager
Company	Multi-Net Systems
Telephone number	0677243479
Contact person	Lennid Shunn
Occupation	Owner
Company	Imali Cash Loans
Telephone number	0767557265

### Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2020-08-00 (3 years)
Salary you wish	7000 + R per month