



Shanley Oerson

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a Administrator or a Front desk clerk position.

I am able to work under pressure, good telephone etiquette, good in organizing meetings, fast learner, understand organizational and strategic planning.

Preferred occupation	Administrative jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1989-03-23 (35 years old)
Gender	Male
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 2017.01 iki 2018.12
Company name	Surplus People Project
You were working at:	Administrators
Occupation	Assistant Administrator
What you did at this job position?	Organizing meetings, Answering telephone, filling, bookings, ordering office equipment,
Working period	nuo 2020.10 iki 2020.10
Company name	Transnet
You were working at:	Generals
Occupation	General worker
What you did at this job position?	Removing contact wire, Replacing contact clip,l

Education

Educational period **nuo 2007.01 iki 2007.12**
 Degree Grade 10
 Educational institution Lutzville high
 Educational qualification Grade 10

Educational period **nuo 2010.01 iki 2010.12**
 Degree Certificate
 Educational institution West Coast College Vredendal
 Educational qualification Hospitality L3
 I could work In a big scale kitchen

Languages

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

Computer knowledge

Ms word
 Microsoft office
 Microsoft powerpoint

Recommendations

Contact person Mnr. Henry Fredericks
 Occupation Manager
 Company Surplus People Project
 Telephone number 02714485605

Contact person Miss Roegseena Steevens
 Occupation Financial Administrator
 Company Surplus People Project
 Telephone number 07214485605

Additional information

Your hobbies Cooking
 Jogging
 Driver licenses None
 Salary you wish R12000 R per month
 How much do you earn now R0.00 R per month