



# 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> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2017.01 iki 2018.12</b>
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	<b>nuo 2020.10 iki 2020.10</b>
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