



# Wendy Booyesen

Curriculum Vitae (CV)

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

Reception

Clerk

I am a hard worker,i'm eager to learn new things,I can work with clients and i can work under pressure.I want to work in my field of study as I have studied office administration.

Preferred occupation                      Receptionist  
Administrative jobs

## Contacts and general information about me

Day of birth                                      1990-01-25 (34 years old)  
Gender    Female  
Residential location                              Knysna  
Western Cape  
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 2020.06 iki 2020.08**  
Company name                                      Best electric  
You were working at:                                Filing clerk  
Occupation    Clerk  
What you did at this job position?              Phone calls,capturing customers data,filling, opening accounts

## Education

Educational period                                **nuo 2010.01 iki 2012.12**  
Degree    Certificate  
Educational institution                              South Cape College  
Educational qualification                              Office administration  
I could work    As a receptionist

## Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent

**Computer knowledge**

Microsoft Word  
 Excel  
 PowerPoint

**Recommendations**

Contact person	Bridget Duna
Occupation	Clerk
Company	Lewis stores
Telephone number	0782166937
Email address	bridgetta82@gmail.com

**Additional information**

Your hobbies	Singing Netball Reading
Driver licenses	None
Salary you wish	5500 R per month
How much do you earn now	R600 R per month