



Wendy Booysen

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 (35 years old)
Gender	Female
Residential location	Knysna 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 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