Luvonna Naidoo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am currently studying and looking for a job for the experience. I am a quick learner and a dedicated worker. I am currently doing a first year course in business management and I hope to branch off into Bcom Law in 2021

Preferred occupation	Receptionist Administrative jobs
	Secretary Law, legal jobs
Preferred work location	Johannesburg Gauteng
	East Rand Gauteng

Contacts and general information about me

Day of birth	2001-09-08 (23 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	*Information is available only for registered users.* Sign in
Email address	*Information is available only for registered users.* Sign in

Work experience

Working period	**nuo 2020.02 iki 2020.08**
Company name	MLCC group
You were working at:	Personal assistant
Occupation	Administrator
What you did at this job position?	I did there administration which includes scanning and copying, emails, setting appointments and recording their expenses

Education

Educational period	**nuo 2015.01 iki 2019.12**
Degree	Grade 12 / Matric
Educational institution	Germiston high school
Educational qualification	Diploma

Educational period	**nuo 2020.01 iki dabar**
Degree	Certificate
Educational institution	Pearson
Educational qualification	Higher certificate in business management

Languages

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

Computer knowledge

I did a computer class in 2020. I am able to use Word, excel and PowerPoint. I am comfortable with Microsoft office

Conferences, seminars

Currently doing a higher certificate in business management, a course at Pearson started in January 2020 ends December 2020. I am going to be studying Bcom law fist year in 2021

Recommendations

Contact person	Chiavon
Occupation	Director
Company	MLCC
Telephone number	+27662413141
Email address	chiavon.mlcc@gmail.com

Additional information

Driver licenses	None