



# 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	<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 2020.02 iki 2020.08</b>
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