



Office Admin Jilajila

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm Looking for admin job, anything that has to do with office work. I have 5 years experience multitasking in office assistant to data capturing and sales person. I'm a quick learner and I'm willing to anything.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1990-12-26 (33 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2015.05 iki 2020.03
Company name	Ballims pharmacy
You were working at:	Salesperson
Occupation	Office assistant
What you did at this job position?	Data capture

Education

Educational period	nuo 2012.02 iki 2014.11
Degree	Certificate
Educational institution	Esayidi FET
Educational qualification	Office administration
I could work	Receptionist

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiZulu	very good	very good	very good

Computer knowledge

Ms word, Ms excel, Ms power point.

Additional information

Your hobbies	Reading books
Salary you wish	7500 R per month
How much do you earn now	4200 R per month