



Friddah Lehwana Masemola

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a graduate in Media Studies and Journalism, and based on my job experiences I am currently looking for a job opportunity in Office Administration/Office Assistant, Data Capturing, Customer Service in either government or private sector. I am dedicated, adapt very easily on new working environments, great communication skills with everybody present or new, hardworking, reluctant to share productive ideas to the table, reliable, good time management, consistent, always willing to learn more. I am very well advanced in Microsoft Office in general. My previous working duties were Data Capturing and Customer Service, (Optics) which entailed: Capturing eye prescriptions on both VO plus Hoyalog System according to eye powers, tinting as well as coating, assisting with customer queries based on urgent products for clients. I like challenging myself broadly in all types of sectors/environment in order to achieve my career goals and also willing to make a difference in a working environment.

Contacts and general information about me

| | |
|------------------|---|
| Gender | Female |
| 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

| | |
|------------------------------------|--|
| Company name | Hoya Hills Optics Pty ltd |
| You were working at: | Administrators |
| Occupation | Data Capturing and Customer Service |
| What you did at this job position? | Manufacture (Optics) Data Capturing and Customer Service |

Education

| | |
|---------------------------|----------------------------------|
| Educational period | nuo 2008.02 iki 2010.12 |
| Degree | Diploma |
| Educational institution | Rosebank College Pretoria Campus |
| Educational qualification | Media Studies and Journalism |
| I could work | Government/Private Sector |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------------|-----------------------|----------------------------|----------------------|
| English | fluent | fluent | fluent |

Computer knowledge

Advanced in Microsoft Office, Excel, PowerPoint, Access

Conferences, seminars

None

Recommendations

| | |
|------------------|---------------------------|
| Contact person | Derek McCarthy |
| Occupation | Manager |
| Company | Hoya Hills Optics Pty Ltd |
| Telephone number | 011 444 1992/060 960 1033 |
| Email address | dmccarthy@hoya.co.za |

Additional information

| | |
|--------------------------|---|
| Your hobbies | Reading, socializing, exercising and movies |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2018-12-00 (6 years) |
| Salary you wish | 13000 R per month |
| How much do you earn now | 9000 R per month |