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## Work experience

Working period **nuo 2011.01 iki 2011.07**  
Company name Good Hope Private Reserve  
You were working at: Receptionists  
Occupation Receptionist  
What you did at this job position? Answering phones, taking bookings from guests and checking guests and out of the chalets

Working period **nuo 2013.05 iki 2015.04**  
Company name 21st Century Life  
You were working at: Customer care agent  
Occupation Customer service consultant  
What you did at this job position? Receiving and handling of enquiries and queries, taking phone calls, updating client information on system, capturing of data

Working period **nuo 2015.08 iki 2019.04**  
Company name Granite Tactical Response  
You were working at: Guards  
Occupation Admin Clerks  
What you did at this job position? General office duties, filing, handling of all office equipments and checking them in and out, drafting weekly reports and timesheet, opening up files for new employees, handling of all employees leave forms

## Education

Educational period **nuo 2009.01 iki 2010.06**  
Degree Certificate  
Educational institution Northern Cape Urband FET College  
Educational qualification Management Assistant

## Languages

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

## Computer knowledge

MS Excel

Ms Power Point

**Computer Typing  
Recommendations**

Ms Word

Contact person	Christopher Minnies
Occupation	Manager
Company	Granite Tactical Response
Telephone number	0747245515
Email address	Christopherminnie@gmail.com

Contact person	Beverley Alwyn
Occupation	Claims Manager
Company	21st Century Life
Telephone number	0837392019

**Additional information**

Your hobbies	I enjoy baking Doing research for anything Playing puzzle games Singing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-08-00 (6 years)
Salary you wish	R8000 R per month