



Andrea Van Rooyen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hard worker and fast learner, I have my matric qualification and recently graduated from Business College with Honors in Computer Literacy. I am innovative and reliable. I would like office work, whether it is admin assistant, admin or filling clerk.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Mahikeng / Mafikeng North West

Contacts and general information about me

Day of birth	1994-08-15 (30 years old)
Gender	Female
Residential location	Mahikeng / Mafikeng North West
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 2013.01 iki 2016.12
Company name	Danville Little Saints E.L.C
You were working at:	Training
Occupation	Teacher's Assistant
What you did at this job position?	Admin, office work, gave lessons, looked after children

Education

Educational period	nuo 2018.06 iki 2018.12
Degree	Certificate
Educational institution	Prestige Business College
Educational qualification	Certificates

Computer knowledge

Windows, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe Photoshop

Recommendations

Contact person	Mrs.E. Green
Occupation	Former Boss, Entrepreneur
Company	Danville Little Saints E.L.C
Telephone number	0760297704

Additional information

Your hobbies	Reading, volunteering at Rebirth Christian Center Rehabilitation Center, helping recovered addicts to complete their Matric qualification
Driver licenses	None