



Jennifer Michaels

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am currently unemployed, availability for immediate appointment in any Administration, Reception, Customer Service positions. I'm very flexible and a quick learner. I am self disciplined, punctual and always make an effort to do more in my work place. I work well in a team but I can work well on my own if I need to. I enjoy working in an office environment. I don't have a problem work over time if need be.

Preferred occupation	Receptionist Administrative jobs
	Filing clerk Administrative jobs
	Secretaries Administrative jobs
Preferred work location	Port Elizabeth Eastern Cape

Contacts and general information about me

Day of birth	1984-12-29 (39 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
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 2019.02 iki 2020.10
Company name	Camelot Spa
You were working at:	Receptionist
Occupation	Reception
What you did at this job position?	Reception & All Administration

Education

Educational period	nuo 1999.01 iki 2003.12
Degree	Grade 12 / Matric
Educational institution	Brandwag High School
Educational qualification	Matric
I could work	08:00 until 18:00

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Computer literate
Micro Soft Word

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2011-02-00 (13 years)
Salary you wish	8000- R per month
How much do you earn now	7000- R per month