

## **Kezia Cramer**

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking for any admin, filing or data capturing vacancy.

I am good at typing, reading, writing, meeting deadlines, team work and most of all up for any challenge and can adapt easily.

Preferred occupation

Filing clerk Administrative jobs

Preferred work location

Port Elizabeth Eastern Cape

Contacts and general information about me				
Gender	Female			
Residential location	Port Elizabeth Eastern Cape			
Telephone number	Information is available only for registered users. <mark>Sign in</mark>			
Email address	Information is available only for registered users. <mark>Sign in</mark>			
Work experience				
Working period	nuo 2016.05 iki 2021.02			
Company name	RCS FINANCE GROUP			
You were working at:	Sales consultant			
Occupation	Credit/Finance consultant			
What you did at this job position?	Assisting with day to day admin,answering calls, replying to emails, capturing information, sending daily reports, exploring internet, meeting deadlines, setting target.			
Working period	nuo 2015.04 iki 2016.11			
Company name	Spar			
company name	Spai			
You were working at:	Cashiers			
Occupation	Cashier			
What you did at this job position?	Ringing up groceries			

Education				
Educational period	nuo 2008.01 iki 2012.12			
Degree	Grade 12 / Matric			
Educational institution	Prefect			
Educational qualification	Prefect			
I could work	Did not work			
Languages				
Language	Speaking level	Understanding level	Writing level	
English	fluent	fluent	fluent	
Afrikaans	fluent	fluent	fluent	
Computer knowledge				
Ms, Microsoft, excel				
Recommendations				
Contact person	0713888999,Husband			
Occupation	Self employed			
Telephone number	0661083011			
Email address	cramerkezia@gmail.com			
Additional information				
Your hobbies	Reading, exploring, love nature, traveling.			
Driver licenses	None			
Salary you wish	10000 R per month			

Jobin.co.za