



Joy Holder

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a clerical or a digital marketer position. I have many years in the clerical field, doing all office duties and I am computer literate. While being unemployed due to the pandemic, I completed an online Digital Marketing course (level 7) through a UK based company, in which I completed and passed all 15 assignments with excellent marks. With this, I created a MP4 video for Willow Brew Coffee Merchants which included everything from their website.

Preferred occupation	Administrators Administrative jobs
	Marketer Ads, marketing jobs
Preferred work location	North Suburbs KwaZulu-Natal

Contacts and general information about me

Day of birth	1973-06-05 (51 years old)
Gender	Female
Residential location	North Suburbs KwaZulu-Natal
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 2010.05 iki 2018.07
Company name	SWAT Exterminators and Weed Control
You were working at:	Administrators
Occupation	Clerical Assistant
What you did at this job position?	Manage diary, answer the telephone, submitting quotations, invoices

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Afrikaans

fluent

fluent

fluent

Computer knowledge

Microsoft Office, Quick Books, Canva, Crello

Recommendations

Contact person	Ellen Smale
Occupation	Director
Company	SWAT Exterminators and Weed Control
Telephone number	033 3948501
Email address	swat@zmail.co.za

Additional information

Your hobbies	Fishing, Camping, Creating items with my online apps
Driver licenses	None
Salary you wish	10000 R per month