



# 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	<b>Administrators</b> Administrative jobs
	<b>Marketer</b> Ads, marketing jobs
Preferred work location	<b>North Suburbs</b> KwaZulu-Natal

## Contacts and general information about me

Day of birth	1973-06-05 (51 years old)
Gender	Female
Residential location	<b>North Suburbs</b> KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2010.05 iki 2018.07</b>
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