



# Ruchida Felenchia Nel

Curriculum Vitae (CV)

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

I have very good communication skills, can work under pressure, team orientated, but can also work on my own, eager to learn new things. I am a very committed person. I really want to reach my targets so I will do anything in my power to reach my daily targets. I have matric plus a diploma in Management Assistant. I have experience in my field 4 years. I am really looking for a job at the moment not any job but a permanent one. I am looking for any administrative position. I believe in myself that I can make a positive contribution to any environment where ever I will be placed

I really hope to hear from you soon

Preferred work location                      Kathu  
Northern Cape

## Contacts and general information about me

Day of birth    1995-08-04 (28 years old)  
Gender    Male  
Residential location                                  Kathu  
Northern Cape  
Telephone number                                    *Information is available only for registered users.*  
[Sign in](#)  
Email address    *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period                                        **nuo 2016.06 iki dabar**  
Company name                                        DEPARTMENT OF EDUCATION  
You were working at:                                HR intern  
Occupation    INTERN  
What you did at this job position?              ADMINISTRATION FOR THE DEPUTY DIRECTOR

## Education

Educational period	<b>iki 2018.02</b>
Degree	Diploma
Educational institution	NCRTVET COLLEGE
Educational qualification	MANAGEMENT ASSISTANT
I could work	AS A PERSONEL ASSISTANT , ADMINISTRATION DUTIES

### Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	good	good	do not know

### Computer knowledge

I CAN WORK ON EXCEL, WORD , POWERPOINT, OFFICE.

### Conferences, seminars

I HAVE A SERTIFICATE IN PERSAL

### Recommendations

Contact person	PETUNIA MEDICAN
Occupation	PERSONEL OFFICER
Company	DEPARTMENT OF EDUCATION
Telephone number	0822323081
Email address	PETUNIAMEDICAN@GMAIL.COM

### Additional information

Your hobbies	DANCING WHATCHING TV
Driver licenses	None
Salary you wish	12 000 R per month