



# Yolla Nidia Freestone

Curriculum Vitae (CV)

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

I am looking for any Receptionist, Admin clerk or Data Capturer vacancy. I am unemployed at the moment and can start immediately. I am hard working, always on time, I will work overtime if I need to, I can function under pressure. I have my own transport. I am divorced and have a 20 year old daughter who is studying.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Bloemfontein Free State

## Contacts and general information about me

Day of birth	1973-11-20 (51 years old)
Gender	Female
Residential location	Bloemfontein Free State
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 2015.11 iki 2020.12</b>
Company name	IQVIA (pharmaceutical company)
You were working at:	Receptionist
Occupation	Receptionist/Supervisor
Working period	<b>nuo 2014.04 iki 2015.03</b>
Company name	IMPERIAL GM
You were working at:	Data capturers
Occupation	Data Capturer

Working period **nuo 2010.04 iki 2013.04**  
 Company name University of the Freestate  
 You were working at: Data capturers  
 Occupation Typist

**Education**

Educational period **iki 1993.12**  
 Degree Grade 12 / Matric  
 Educational institution Heatherdale Secondary School

**Languages**

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Afrikaans	good	good	good

**Computer knowledge**

Introduction to Windows  
 Introduction to Computers  
 Windows 2010  
 Excel 2010  
 Telephone Etiquette & Frontline Reception Skills  
 Secretarial Course  
 Personal Assistant Course

**Recommendations**

Contact person Etienne van Dyk  
 Occupation Facilities Manager  
 Company IQVIA  
 Telephone number 051-4015326 or 0726102762  
 Email address Etienne.vandyk@iqvia.com

Contact person Claudia Mofolo  
 Occupation Typist  
 Company Pelonomi Hospital  
 Telephone number 051-4051913 or 0746619122

**Additional information**

Your hobbies Watching movies  
 Cooking  
 Baking  
 Going for a walk

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2020-12-00 (3 years)
Salary you wish	R20000 R per month
How much do you earn now	---- R per month