



Heinrich Albert Daniels

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an honest hard-working individual seeking any online administrative vacancy which will allow me to utilize my proficient typing skills. I am goal-driven, work accurately and enjoy pressurized environments. In addition, I honest, of sober habits and always strive to be the best in any task I undertake.

Preferred occupation	Data capturers Administrative jobs
	Call Centre agent Administrative jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1984-05-26 (40 years old)
Gender	Male
Residential location	Northern Suburbs Western Cape
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 2009.01 iki 2021.05
Company name	AJ's Rapid Shuttle Service
You were working at:	Administrators
Occupation	Administrator
What you did at this job position?	Filing bookings; compiling invoices and liaising with clients

Education

Educational period	nuo 1997.01 iki 2001.12
Degree	Grade 12 / Matric
Educational institution	Bernadino Heights High School
Educational qualification	Matric
I could work	Immediately

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

Computer knowledge

Microsoft Word, Excel, PowerPoint, Outlook

Recommendations

Contact person	Adriaan Jochems
Occupation	Owner
Company	AJ's Rapid Shuttle Service
Telephone number	0215930820
Email address	tiaanjacobs1980@gmail.com

Additional information

Your hobbies	Socialising Watching most sport Arranging, teaching and performing music
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	250 R per month