



Nikita Whittaker

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an outgoing person, easily get along with everyone. My main skills is Microsoft Excel, Word, Powerpoint, Access and HTML.

I am always eager to learn and seek new opportunities to gain more work experiences.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| | Sales administartor Sales jobs |
| Preferred work location | Johannesburg Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 2001-08-18 (22 years old) |
| Gender | Female |
| Residential location | Johannesburg Gauteng |
| 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 2020.03 iki 2020.07 |
| Company name | Corporate Technical Services (CTS) |
| You were working at: | Administrators |
| Occupation | Admin |
| What you did at this job position? | Filing, Microsoft work and quickbooks |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2015.01 iki 2019.12 |
| Degree | Grade 12 / Matric |
| Educational institution | Allen Glen High School |
| Educational qualification | Diploma |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | very good | very good |

Computer knowledge

Microsoft Excel, Word, Access, PowerPoint, HTML and Quickbooks

Additional information

| | |
|--------------------------|-----------------------|
| Driver licenses | None |
| Salary you wish | 5000-6000 R per month |
| How much do you earn now | 5500 R per month |