



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 (23 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