



Cecilia Davids

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an fast leaner and hard worker. Currently I have just finished my N4 - N6 Legal Secretary courses, and are looking for internship in that field to complete for my diploma.

I have also have done courses in administration and have good computer skills. I see myself as devoted person and task orientated, one who like to think out of the box and an team player.

If I should get the opportunity, u would not be disappointed.

Kind regards

Cecilia Davids

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|-------------------------|------------------------------------|
| Preferred occupation | Secretaries Administrative jobs |
| Preferred work location | Northern Suburbs Western Cape |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1983-11-02 (40 years old) |
| Gender | Female |
| 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 |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2019.02 iki 2021.06 |
| Degree | Certificate |
| Educational institution | Northlink College |
| Educational qualification | N4 - N6 Legal Secretary |
| I could work | Permanently |

Educational period **nuo 2009.10 iki 2010.05**
 Degree Certificate
 Educational institution It Business Campus
 Educational qualification PA/Office Administration
 I could work Permanently

Languages

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

Computer knowledge

Information Processing
 Windows XP, Excel, PowerPoint, E-mail-Gems, Speak smart

 Ms Office 2010-Word; Excel; PowerPoint & Access; intro to internet:Gmail

Interpersonal and Communication skills
 Strong work ethic
 Listening and reporting skills
 Excellent customer service
 Critical- thinking skills

Conferences, seminars

3Day Intensive Life skill Training

 Professional Job Seeking
 Personal Development
 Basic Office Administration

Recommendations

Contact person Mrs Stephanie Jephtha
 Occupation Academic Support Facilitator
 Company Northlink College-Parow
 Telephone number 021 931 8238

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|------------------|--------------------------|
| Contact person | Mrs V Strydom |
| Occupation | Programme Manager |
| Company | Northlink College Parow |
| Telephone number | 021 931 8238 |
| Email address | Vstrydom@northlink.co.za |

Additional information

| | |
|-----------------|--------------------------------------|
| Your hobbies | Reading Cooking Helping others |
| Driver licenses | None |
| Salary you wish | R8000 - R1000 R per month |