



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 oppportunity, u would not be disappointed.

Kind regards

Cecilia Davids

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

Contacts and general information about me

Day of birth	1983-11-02 (41 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

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