



# Noleen Viljoen

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

To obtain a job that will challenge me and allow me to use my skills and experience that will be beneficial to my employer and allow for future growth.

Preferred occupation	work for home ads Ads, marketing jobs
Preferred work location	East Rand Gauteng

## Contacts and general information about me

Day of birth	1987-06-04 (37 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2021.06 iki 2021.07</b>
Company name	secureu
You were working at:	Sales consultant
Occupation	telesales
What you did at this job position?	phoning and making appointment for sales reps

Working period **nuo 2019.11 iki 2020.10**  
 Company name madhlopa and thenga  
 You were working at: Debtors clerk  
 Occupation query clerk  
 What you did at this job position? Answer and direct phone calls Carry out administrative duties such as filing, typing, copying, binding, scanning etc. Provide general support to visitors Provide information by answering queries and requests Prepare and monitor statements and payments for company Minute of Meetings - City of Johannesburg

Working period **nuo 2014.03 iki 2014.10**  
 Company name cir property sulotions  
 You were working at: Debtors clerk  
 Occupation admin clerk  
 What you did at this job position? Answering and directing phone calls to relevant staff Taking notes and minutes in meetings Develop and maintain a filing system Provide general support to visitors and information by answering questions and requests Generate statements an payments

Working period **nuo 2011.03 iki 2013.11**  
 Company name t s legal services  
 You were working at: Administrators  
 Occupation admin clerk  
 What you did at this job position? Doing administrative and clerical tasks (such as scanning or printing) Answering phone calls and taking messages Recording meeting minutes Responsible for statements and payments

Working period **nuo 2010.08 iki 2011.03**  
 Company name krb law  
 You were working at: Administrators  
 Occupation admin clerk  
 What you did at this job position? Management of Deceased and Liquidations Clearance figures Assists with administrative support including solving of queries

**Education**

Educational period **nuo 2000.01 iki 2005.12**  
 Degree Grade 12 / Matric  
 Educational institution protea school  
 Educational qualification grade 12  
 I could work grade 12

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
Afrikaans	fluent	fluent	fluent
English	very good	very good	very good

#### **Computer knowledge**

Microsoft Office Suite  
SAP, Venus, Voyager, Tallyman  
and Morpheus

#### **Conferences, seminars**

none

#### **Additional information**

Your hobbies	arts and crafts
Driver licenses	None
Salary you wish	15000 R per month
How much do you earn now	8000 R per month