



Kyla Jamneck

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm an ambitious and dedicated professional with a dependable track record and a proven commitment to delivering the highest level of administrative support.

My professional expertise lies in coordinating and leading administrative and operational functions for senior-level staff and department heads.

I am very interested in pursuing a career in an administrative position, as well as to grow and further myself in the corporate world and work hard in order to reach the goals which I have set for myself and hope to accomplish.

I am bilingual and very comfortable in both Afrikaans & English.

I have a can-do attitude, and a passion for self-improvement

I am flexible and experienced with excellent time management skills, good communication skills and interpersonal skills.

I deal with problems in a resourceful manner and use my negotiating skills to achieve a beneficial agreement for all involved.

Preferred occupation Administrators
Administrative jobs

Preferred work location Bloemfontein
Free State

Contacts and general information about me

Day of birth 1994-03-11 (30 years old)

Gender Female

Residential location Bloemfontein
Free State

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period	nuo 2014.04 iki 2020.07
Company name	NBA Studio Architechts
You were working at:	Architects, designers
Occupation	Administrative assistant
What you did at this job position?	Overseeing the scheduling for multiple directors. → Meeting coordination, Calendar management and travel arrangements. → Monthly reconciliation and keeping track of Debtors and Creditors. → Staff payroll and overall general bookkeeping. → Detail orientated maintenance of all records. → Ensuring operation and maintenance of office equipment and maintaining stock of all necessary office supplies.

Education

Educational period	nuo 2000.01 iki 2012.10
Degree	Grade 12 / Matric
Educational institution	Eunice Girls High
Educational qualification	Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

Computer knowledge

Microsoft office suite

Adobe

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Salary you wish	12000 R per month
How much do you earn now	10000 R per month