



# 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	<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 **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