



# 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 (31 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.*  
                                                         [Sign in](#)

## Work experience

Working period	<b>nuo 2014.04 iki 2020.07</b>
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	<b>nuo 2000.01 iki 2012.10</b>
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