



Janice Job

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administrative work or work that seems fit for the employer.

My positive points are I am open to new methods of work. I am hardworking, reliable and dedicated. I have good organizing skills, computer skills, managing, prioritizing skills, strong verbal and written skills. I am always open to learning and believe there's growth in it. I am honest, punctual and goal driven. I am good with time management. I am energetic and a people person and work well In teams.

My experience, qualification as well as short courses I have completed acquired me to have these skills and strengths.

Contacts and general information about me

Gender	Female
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 2014.01 iki 2015.12
Degree	Certificate
Educational institution	Northlink College
Educational qualification	Engineering 3

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

I have a certificat In Ms word, Excel and PowerPoint.

Additional information

Your hobbies	Cooking, reading, typing and doing exercise.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2018-03-00 (6 years)
Salary you wish	12000- 14000 R per month
How much do you earn now	Unemployed R per month