



Yohen Moonsamy

Curriculum Vitae (CV)

What job i'm looking for? My positive points

To obtain an office/clerical position in which my customer service, personal, clerical, and general office skills will contribute to greater office efficiency and productivity.

I possess great training and knowledge in office administration, I possess good computer skills, I possess good communication skills, I possess great planning and organizational skills and I am good in meeting deadlines.

Preferred occupation	Data capturers Administrative jobs
	Switchboard operator Administrative jobs
	Administrators Administrative jobs
	Operations Clerk Administrative jobs
	Receptionist Administrative jobs
	Cashiers Retail, store jobs
	Shop assistants Retail, store jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1990-12-17 (33 years old)
Gender	Male
Residential location	Durban City KwaZulu-Natal
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

Work experience

Working period **nuo 2019.12 iki 2019.12**
 Company name Lisjord Clean & General
 You were working at: Other jobs
 Occupation Casual Employee
 What you did at this job position? I was a assistant doing servicing of aircons

Working period **nuo 2016.11 iki 2016.11**
 Company name Aquawood Factory
 You were working at: Other jobs
 Occupation Aquawood Factory
 What you did at this job position? Quality Checker

Education

Educational period **nuo 2015.04 iki 2015.05**
 Degree Certificate
 Educational institution Edkam Management & Training Centre
 Educational qualification Certificate in Office Administration

Educational period **nuo 2014.04 iki 2014.05**
 Degree Certificate
 Educational institution Carlton Training Centre
 Educational qualification Certificate in a Cashier & Computer Course

Educational period **nuo 2004.01 iki 2005.12**
 Degree Some Schooling
 Educational institution P.R.Pather Secondary School
 Educational qualification Grade 9

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

Computer knowledge

Introduction to Computers, MS Office Word, Speed Typing, Internet, Email

Conferences, seminars

n/a

Recommendations

Contact person	n/a
Occupation	n/a
Company	n/a
Telephone number	n/a

Additional information

Your hobbies	Watching movies, listening to music, playing cricket & soccer, and taking long walks
Driver licenses	None
Salary you wish	5000 R per month