



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

## Contacts and general information about me

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