



Eulendah Khan

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Three things I'm looking for in my next job area collaborative, team-focused culture, opportunities to learn and grow my skills from a technical stand-point, and a chance to learn more leadership skills over time. After reading the job description for this role, it sounds like this could be a good match for what I'm looking for, so I was excited to come interview for the position and learn more.

Preferred occupation	Administrative jobs
Preferred work location	Potchefstroom North West

Contacts and general information about me

Day of birth	1994-07-12 (30 years old)
Gender	Female
Residential location	Potchefstroom North West
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 2015.07 iki 2016.08
Company name	Lefika Guest House
You were working at:	Receptionist
Occupation	Administrative tasks
What you did at this job position?	Serves visitors by greeting, welcoming and directing them appropriately, Notifies company personnel or visitor arrival, Maintains security and telecommunications system. Informs visitors by maintaining employee and department directories Maintains security by following procedures monitoring logbook, and issuing visitor badge, keeps a safe and clean reception area by complying with procedures, rules and regulations, supports continuity among work teams by documenting and communicating actions, irregularities, and continuing need, contributes to team effort by accomplishing related results as needed.

Education

Educational period **nuo 2015.01 iki 2016.12**

Degree Certificate

Educational institution Oxbridge Academy Private Distance Learning College, South Africa

Educational qualification Certificate of Commendation Oxbridge Academy issued Dec 2016. No Expiration Date credential ID (pty) Ltd 2007/032672/07 Meritorious Achievement in Particular Oxbridge Academy Issued Dec 2016. No Expiration Date Credential ID (Pty) Ltd 2007/032672/0

I could work Yes I enjoy working with people

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	very good
Sepedi	fluent	very good	very good
Afrikaans	do not know	very good	good
Setswana	fluent	very good	very good
Sesotho	fluent	very good	very good
isiZulu	good	good	very good

Computer knowledge

Productivity Software

Operating Systems

Presentation Software

Digital Marketing

Database Management

Additional information

Driver licenses None

Salary you wish 10000 R per month

How much do you earn now 8000 R per month