



Akhona Gaya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- maintaining files
- Typing documents
- Faxing and Laminating
- photocopies and binding documents

Preferred occupation
 This is Akhona Reinet Gaya, a vibrant and flexible individual. I am a driven person with potential of working independently or working together with a group of people.

Preferred work location
 I have obtained a Higher Certificate in Business Management (Nated 6), at the College of Cape Town in Cape Town. I am currently unemployed, seeking and looking for employment. I have strong communications and listening skills, and I pay strict attention to detail.

I have what it takes to carry out duties and tasks of any interesting and challenging environment. I work well under pressure and have good record keeping skills. I can meet any deadline, provided if

it is given within a fair period as I am able to think on the spot. I enjoy learning new things as I am a

Day of birth 1998-01-20 (26 years old)

Gender Female
Background and education I am also having an ability to communicate efficiently with different people from different backgrounds and cultures. Working well independently and good team player with the ability of reaching targets. I also have good verbal and communication skills with at least Three of the South

Telephone number Information is available only for registered users.
 African official languages (IsiXhosa, English and Isizulu). I am also a motivated individual with a

high sense of work ethic and integrity.
Email address Information is available only for registered users.
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Strengths
Additional information

Salary you wish R5000 R per month
 • Able to work under pressure and pay attention to detail and also confident.
How much do you earn now 0.00 R per month

- Fluent in at least two of the three official Languages in South Africa
- Good verbal and written communication skills and interpersonal skills
- Good Planning and organisational skills and Problem solving
- Good Knowledge of Computer Skills (Microsoft): Word, Excel, Access, Publisher, PowerPoint,

Outlook, Internet, Email

- Etiquette and Ethics
- Manage and reporting
- Teamwork
- Planning and Organizing
- Time Management
- Filing and organizing