



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

Contacts and general information about me

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 African official languages (IsiXhosa, English and Isizulu). I am also a motivated individual with a high sense of work ethic and integrity.

Telephone number Information is available only for registered users.

Email address Information is available only for registered users.

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