



Careena Govender

Curriculum Vitae (CV)

What job i'm looking for? My positive points

As a 21-year-old currently studying HR Management, I have not yet acquired professional working experience. However, I am keen to put my knowledge and skills to the test. I am a passionate and hardworking person with strong organizational skills eager to secure an entry-level admin position. I am a superb team player, have great interpersonal skills, and am willing to learn new experiences.

Preferred occupation	Administrators
	Administrative jobs
	Receptionist
	Administrative jobs
	Waiters, waitresses
	Restaurant, bar service jobs
	Jobs for students
	Student jobs
	Secretaries
	Administrative jobs
Preferred work location	East Rand
	Gauteng

Contacts and general information about me

Day of birth	2003-09-25 (22 years old)
Gender	Female
Residential location	East Rand
	Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Education

Educational period	nuo 2022.03 iki 2022.06
Degree	Certificate
Educational institution	Damelin Online
Educational qualification	Business Administration

Educational period	nuo 2023.04 iki 2025.12
Degree	Degree
Educational institution	University of Johannesburg
Educational qualification	Bachelors of Human Resources Management

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Microsoft 365 - Experienced
Microsoft Word - Expert
Microsoft Excel - Experienced
Microsoft Access - Basic
Microsoft Powerpoint - Expert
Adobe Acrobat PDF - Experienced
Microsoft Outlook - Intermediate
Internet - Expert

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2024-03-00 (1 years)
Salary you wish	4000 R per month