



Benita Adams

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrator, Clerk, Personal Assistant

Positive points: vibrant, positive, good listener, team leader

Preferred occupation Administrative jobs

Preferred work location West Coast
Western Cape

Contacts and general information about me

Day of birth 1990-09-28 (33 years old)

Gender Female

Residential location West Coast
Western Cape

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2020.01 iki dabar**

Company name The Reapers Trading

You were working at: Maintenance technician

Occupation Senior Administrator

What you did at this job position? Filing, invoices, wages, admin, quotations, purchasing

Working period **nuo 2020.01 iki dabar**

Company name Hopland Daycare

You were working at: Teachers

Occupation Practitioner

What you did at this job position? Filing, admin, wages, working with DBE and Grassroots

Education

Educational period **nuo 2004.01 iki 2008.12**
 Degree Grade 12 / Matric
 Educational institution Diazville Sekondere Skool
 Educational qualification Grade 12 National Certificate
 I could work Yes

Educational period **nuo 2013.01 iki 2015.12**
 Degree Certificate
 Educational institution West Coast College Vredenburg
 Educational qualification Office Administration level 4
 I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	very good
Afrikaans	fluent	fluent	fluent

Computer knowledge

Microsoft 365

Recommendations

Contact person Helen Warney
 Occupation Principal
 Company Hopland Daycare Center
 Telephone number 0780269237

Additional information

Your hobbies Reading, hiking, nature
 Driver licenses None
 Salary you wish 18000 R per month
 How much do you earn now 12000 R per month