



Sheresse Arends

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a hardworking individual, I am always willing to learn. Sheresse is an individual who does not procrastinate I always ensure that a task is in completed in time, I work well under pressure. I have a NQF level 4 certificate in Office Administration, I am good at Microsoft word, Excel, PowerPoint etc.

I work well as an individual but I also do well In team. I am a very friendly person always have a smile on my face. I enjoy interacting with people.

Preferred occupation Administrators
Administrative jobs

Learnership
Other jobs

Preferred work location Gauteng

Bloemfontein
Free State

Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 1997-04-24 (27 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](#)

Work experience

Working period **nuo 2019.03 iki 2019.12**
Company name Village Events
You were working at: Waiters, waitresses
What you did at this job position? I use to take orders from our customers

Working period **nuo 2021.11 iki 2022.08**

Company name Crystal Park High

You were working at: Aftercare assistant

What you did at this job position? Ensured that learners were sanitised, made sure working material was always available, helped students with work they did not under

Education

Educational period **nuo 2017.01 iki 2019.12**

Degree Certificate

Educational institution Majuba Tvet College

Educational qualification Office Administration

I could work At a call centre, as an office assistant, as an administrator

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	good	good	good
Afrikaans	good	good	basic

Computer knowledge

I have knowledge of Microsoft Office, Photoshop, Excel and etc.

Recommendations

Contact person Mr S.B Mazibuko

Occupation Senior Training Administrator

Company Bidvest MaCarthy Automative Group

Telephone number 0113148775

Email address sifisomaz@mcmotor.co.za

Contact person Ms Riet

Occupation Educator

Company Crystal Park High

Telephone number 0837440247

Additional information

Your hobbies My hobbies are reading, baking, swimming, hiking

Driver licenses None

Salary you wish 5000-10000 R per month