



# Christal Doreen Moodley

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Good morning,

I would like to apply for the Reception / Admin vacancy, within your organization.

Kindly find my Resume/CV and Cover letter attached for the advertised post. My qualifications (Secretarial Certificate, Highschool Diploma and Business Writing Certificate) are attached.

I have extensive contract/perm work experience in Admin/Reception/Secretarial work, Data Capture, Minute Taking, Type 90wpm, Document Management, Travel arrangements, Office Admin, Office stock control, working in Engineering Team Projects, Business and Report Writing in Johannesburg (Eskom), Durban (ETHEKWINI MUNICIPALITY) and Cape Town (QUEST ASSIGNMENTS) and am available for an interview, at your earliest convenience.

I enjoy working independantly,problem solving and taking initiative and being results driven.

I am a non smoker and non drinker.

Preferred occupation	Receptionist Administrative jobs
	Personal assistant Administrative jobs
	Switchboard operator Administrative jobs
Preferred work location	Cape Town Western Cape

## Contacts and general information about me

Day of birth	1977-10-22 (47 years old)
Gender	Female
Residential location	Cape Town Western Cape
Telephone number	<i>Information is available only for registered users.</i>

[Sign in](#)

Email address

*Information is available only for registered users.*

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#### **Additional information**

Salary you wish 10 000.00 R per month

How much do you earn now 8000.00 R per month