



# Keitumetse Cynthia Nyaosa

Curriculum Vitae (CV)

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

I am applying for the position of administrative clerk. I believe the skills and experience i have to offer in this respect will prove to be considerable.

The experience and skills i have to offer include:

I have extensive experience in performing administrative duties and operation functions required to run a business or company. I have very good communication skills, both written and oral, as well as interpersonal skills. I have basic computing skills, knowledge in the industry standard computer. I have excellent multi-tasking skills and i can organize work on an independent level. I have experience in compiling and maintaining transactions within business, as well as sending out monthly checks. I have excellent teambuilding and interpersonal skills, and i have the ability to fit and blend into a team atmosphere quickly and seamlessly. I also have excellent problem solving, and analytical and decision-making skills.

I would like to take this opportunity to thank you for considering me for this position, and look forward to the chance to expand on my qualification, experience and skills at interview level

Preferred occupation                      Volunteer in our organization as Secretary  
Other jobs

## Contacts and general information about me

Day of birth	1982-10-09 (41 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2007.11 iki 2014.05**  
 Company name Lewis furniture store  
 You were working at: Cashiers  
 Occupation Debtors clerk  
 What you did at this job position? Data capturing,Cash handling,Administration,Petty cash control,Debtors,Monthly Report,Customer service,Time management,Customer Claims,Transferring and receiving company calls

**Education**

Educational period **nuo 2018.08 iki 2018.12**  
 Degree Certificate  
 Educational institution Richfield  
 Educational qualification Administration Certificate  
 I could work As Office Administration

Educational period **nuo 2018.08 iki 2019.12**  
 Degree Certificate  
 Educational institution Immaculate FET college of Engineering and Commence  
 Educational qualification N6 Chemical Engineering  
 I could work I have only theoretical studies,i dont have practical experience

**Languages**

Language	Speaking level	Understanding level	Writing level
English	good	very good	good
Setswana	very good	very good	very good
isiZulu	good	good	basic
isiXhosa	good	good	basic
Afrikaans	basic	basic	basic
Sesotho	good	good	basic
Sepedi	basic	good	basic

**Computer knowledge**

Basic computer knowledge software,windows

**Conferences, seminars**

Induction credit:18-11-2008  
 Credit Control and Collections:23-06-2008

**Recommendations**

Contact person	Ziphorah Mminele
Occupation	Senior clerk
Company	Lewis furniture store
Telephone number	0764310578
Email address	ziphorahmo3@gmail.com

#### **Additional information**

Your hobbies	Jogging,Reading,Watching news and Music
Driver licenses	None
Salary you wish	Market related R per month
How much do you earn now	350 R per month