



Esther Novela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin clerk

A pleasant professional and proficient administrative clerk, Customer service provider who has a record of ensuring things run smoothly behind the scenes of a busy office. I have a methodical and thorough approach to work, and I will go out of my way to maintain an enjoyable and clean working environment. I have experience in of working with general public, both face-to-face and over the telephone and am I'm someone who will always go that extra mile to get things done.

Preferred occupation	Generals General jobs
	Guards Security jobs
	Government jobs Government jobs
Preferred work location	Other Limpopo Limpopo
	Middelburg Mpumalanga
	Hartbeespoort North West

Contacts and general information about me

Day of birth	1982-06-29 (42 years old)
Gender	Female
Residential location	Giyani Limpopo
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2008.04 iki 2009.05**
 Company name Rikhotso Consulting
 You were working at: Administrators
 Occupation Project administrator
 What you did at this job position? Assist project manager in all administration functions, collaborate on project presentation, attend all projects meetings and take notes, foster positive and productive client relationship, monitor invoices

Working period **nuo 2004.06 iki 2005.07**
 Company name Department of Economic Development, Environment and Tourism
 You were working at: Government jobs
 Occupation Admin clerk
 What you did at this job position? Filing, answer phone calls, organize and schedule meetings, generate reports, book travel arrangements, order office supplies, prepare and monitor invoices, submit and reconcile expense reports

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Microsoft office
 Microsoft Excel
 Microsoft PowerPoint
 Internet
 Email

Recommendations

Contact person Mr Rikhotso kW
 Occupation Project manager
 Company Rikhotso consulting
 Telephone number 0674103113

Additional information

Your hobbies Watching TV
 Listening to radio
 Exercises
 Cooking
 Cleaning
 Driver licenses EC1 Articulated Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2014-03-00 (10 years)

Salary you wish 10 000 R per month

How much do you earn now 0.00 R per month