



# 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	<b>Generals</b> General jobs
	<b>Guards</b> Security jobs
	<b>Government jobs</b> Government jobs
Preferred work location	<b>Other Limpopo</b> Limpopo
	<b>Middelburg</b> Mpumalanga
	<b>Hartbeespoort</b> North West

## Contacts and general information about me

Day of birth	1982-06-29 (42 years old)
Gender	Female
Residential location	<b>Giyani</b> Limpopo
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 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