



Trudy Pilusa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for any admin vacancies. I have experience in that field with different companies. I am a fast learner and able to cope and work under any pressure.

Preferred occupation	Administrators Administrative jobs
	Switchboard operator Administrative jobs
	Debtors clerk Administrative jobs
	Receptionist Administrative jobs
Preferred work location	Virginia Free State

Contacts and general information about me

Day of birth	1991-06-20 (33 years old)
Gender	Female
Residential location	Welkom Free State
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 2012.06 iki 2014.03
Company name	Monas Business consultants
You were working at:	Secretaries
Occupation	Administrator
What you did at this job position?	Switchboard operator, typing of letters and contracts, invoice capture, applying of tax clearance, ordering and packing of stock, booking and attending of appointments, faxes and copies, filling, treating incoming clients

Working period **nuo 2014.06 iki 2017.06**
 Company name Tollys Electrical Construction and installation
 You were working at: Administrators
 Occupation Admin clerk
 What you did at this job position? Switchboard operator, treating incoming emails, data entry, attending meetings, Compiling documents for tenders, site visits

Education

Educational period **nuo 2012.03 iki 2012.10**
 Degree Diploma
 Educational institution Pulakgadi Training consulting
 Educational qualification Administration clerk certificate
 I could work As an administrator

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	fluent
Sesotho	fluent	fluent	fluent

Computer knowledge

Keyboard skills, MS Word, excell, PowerPoint, internet and email

Recommendations

Contact person Mrs Saul
 Occupation Part owner
 Company Tollys Electrical Construction and installation
 Telephone number 0633358999

Additional information

Your hobbies I love reading and jogging
 Driver licenses None
 Salary you wish 6000 R per month
 How much do you earn now 350 R per month