



Jolanka Kuhn

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a full-time job, where I can potentially move up on the ladder in the occupational world. I am a hard-working person, who strives to give my best in everything I do. I wish to improve myself by learning new skills and improving myself in any way possible.

I would like a job which could allow me to travel and see the world. I do enjoy mostly administrative work, but will do anything that is asked of me.

Preferred occupation	Administrators Administrative jobs
	Jobs abroad Jobs abroad
	Nannies Nanny, babysitter, child care jobs
	Social Media Ads design Ads, marketing jobs
Preferred work location	North Coast KwaZulu-Natal
	Empangeni KwaZulu-Natal
	Richardsbay KwaZulu-Natal

Contacts and general information about me

Day of birth	2001-06-27 (23 years old)
Gender	Male
Residential location	Empangeni KwaZulu-Natal
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 2023.07 iki 2023.11**
 Company name Econo Cartridge
 Occupation Shop assistant
 What you did at this job position? I am responsible for input of the Shorts and overs of the week, checking the ink usage for all branches, packing floats for two branches.

Working period **nuo 2022.05 iki 2023.01**
 Company name Ritchie Ford
 You were working at: Administrators
 Occupation Filing and occasional switchboard operator
 What you did at this job position? I did some of employee documentary, as well as keeping documents of employees up to date. Answering the phone and redirecting the calls to the specific departments.

Working period **nuo 2021.09 iki 2022.03**
 Company name Stand-Out Youth Development
 You were working at: Data capturers
 Occupation Input of patient data
 What you did at this job position? I captured the data of patients who were tested for HIV and what the counsellor comments were. I also filed the reports on a monthly basis.

Working period **nuo 2021.01 iki 2021.09**
 Company name Empangeni Pre Primary School
 You were working at: Cleaners
 Occupation Cleaning and Safety Officer
 What you did at this job position? I was cleaning the front office and lobby, halls, staff room and kitchen. Screening all visitors and staff. Filing daily screening and archiving my monthly reports.

Working period **nuo 2021.01 iki 2021.01**
 Company name Econo Cartridge
 You were working at: Shop assistants
 Occupation Making copies and editing.
 What you did at this job position? I made copies for customers, retyping documents and laminating.

Education

Educational period **nuo 2023.06 iki 2023.06**
 Degree Diploma
 Educational institution Udemy
 Educational qualification Certificate
 I could work Social Media marketing for begginers.

Educational period **nuo 2021.09 iki 2022.04**
 Degree Diploma
 Educational institution Interior Design Institution
 Educational qualification Diploma

Educational period **nuo 2018.01 iki 2020.12**
 Degree Grade 12 / Matric
 Educational institution Impaq Homeschooling
 Educational qualification Matric Certification

Educational period **nuo 2017.04 iki 2017.12**
 Degree Grade 10
 Educational institution Nucleas Homeschool
 Educational qualification N/A

Educational period **nuo 2015.01 iki 2017.03**
 Degree Grade 10
 Educational institution Empangeni High School
 Educational qualification N/A

Languages

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

Computer knowledge

I can use Windows and Microsoft Office

Recommendations

Contact person Yvonne van der Bergh
 Occupation Owner
 Company Econo Cartidge
 Telephone number 082 326 2382

Contact person	Zandile Mthikhulu
Occupation	Director of Stand Out
Company	Stand Out Youth Development
Telephone number	083 565 3848

Contact person	Liesl Hastings
Occupation	Principal
Company	Empangeni Pre Primary School
Telephone number	035 772 5369

Additional information

Your hobbies	Lawn Bowls, Crafts, Dancing, Listening to music.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2023-02-00 (1 years)
Salary you wish	5000 R per month
How much do you earn now	1000 R per month