



Aney April

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative work.

I am friendly, highly goal driven, work oriented and open to learn. I can work under pressure. I have a positive attitude and love to work with people.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Upington Northern Cape

Contacts and general information about me

Day of birth	1991-06-13 (33 years old)
Gender	Female
Residential location	Upington Northern Cape
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 2013.02 iki 2017.08
Company name	Golden Rewards
You were working at:	Aftercare assistant
Occupation	Assistant
What you did at this job position?	Assisting the little ones
Working period	nuo 2018.02 iki 2023
Company name	EDB FUNERAL SERVICES
You were working at:	Administrators
Occupation	Admin Clark
What you did at this job position?	Receiving and sending of emails, handling of claims, data capturing, designing of program layouts, scanning of files, handling confidential information, and sales.

Education

Educational period	nuo 2005.12 iki 2009.12
Degree	Grade 12 / Matric
Educational institution	Secondary School Saul Damon
Educational qualification	Grade 12 Matric

Languages

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

Computer knowledge

MS Word
MS Excel
MS Publisher
MS Outlook

Recommendations

Contact person	Lionel Losper
Occupation	Office Manager
Company	EDB FUNERAL SERVICES
Telephone number	0824430360
Email address	eddbegrafnis@gmail.com

Contact person	Francis Beukes
Occupation	Owner
Company	Golden Rewards
Telephone number	0722773610

Additional information

Your hobbies	Reading Music
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	5000 R per month