



# Ellen Gysman

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking for an office administrator or office Management job.I have experience in office administration and I have a certificate in office Management.

Preferred occupation	Manager Retail, store jobs
Preferred work location	Queenstown Eastern Cape

## Contacts and general information about me

Day of birth	1985-10-06 (38 years old)
Gender	Female
Residential location	Queenstown Eastern Cape
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	<b>nuo 2009.01 iki 2013.04</b>
Company name	@Home
You were working at:	Supervisor
Occupation	Floor supervisor
What you did at this job position?	Administration ,banking,customer service, open and close of store,doing staffing,morning meetings

## Education

Educational period	<b>nuo 2000.01 iki 2006.01</b>
Degree	Grade 11
Educational institution	Maria Louw High school
Educational qualification	Office Management, Home base nursing
I could work	Admin,Management, assistant customer with queries

Educational period	<b>nuo 2015.01 iki 2016.09</b>
Degree	Certificate
Educational institution	College Sa
Educational qualification	Office Management
I could work	Manage office

### Languages

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

### Computer knowledge

Word doc

### Conferences, seminars

Na

### Recommendations

Contact person	Sharon
Occupation	Floor dm
Company	Woolworths
Telephone number	+27826399648

### Additional information

Your hobbies	Listening to music Watching movies
Driver licenses	None
Salary you wish	13500 R per month
How much do you earn now	9600 R per month