



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 (39 years old)
Gender	Female
Residential location	Queenstown Eastern 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 2009.01 iki 2013.04
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	nuo 2000.01 iki 2006.01
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	nuo 2015.01 iki 2016.09
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