



# Madeline Nel

Curriculum Vitae (CV)

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

I'm looking for a stable income working from home as I'm a mother of two children.

I worked for attorneys from 2013 till 2017 we relocated from North West to Mpumalanga.

My children are more independent now which makes it easy for me to work now.

I love to communicate with people.

I'm very motivated and have a passion for my work I don't just do the tasks that's given to me when

I'm done with my task I will find something els that I can assist with or do.

I put effort into my work. I work fast but neatly.

Preferred occupation	Secretaries Administrative jobs
	Typist Law, legal jobs
Preferred work location	Lydenburg Mpumalanga

## Contacts and general information about me

Day of birth	1990-08-29 (33 years old)
Gender	Female
Residential location	Lydenburg Mpumalanga
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 2008.12 iki 2012.08</b>
Company name	Orkney Golf Club Pro Shop
You were working at:	Salesperson
What you did at this job position?	Selling of golf equipment and booking of golf tournaments

Working period **nuo 2013.09 iki 2017.09**

Company name Hannes van Wyk Attorneys

You were working at: Lawyers

Occupation Typist

What you did at this job position? I started at receptionist answering of calls making copies managing appointments then I go promotion to typist for junior lawyer: typing of letters drafting account statements drafting legal documents filing dealing with client on daily basis I also assisted the bookkeeper when she was ill or not available that day. Paying of staff UIF payments paying of clients etc

**Languages**

Language	Speaking level	Understanding level	Writing level
English	good	good	good

**Computer knowledge**

I had typing in high school which changed to computer science. I have knowledge in the following

Word

Excel

PowerPoint

Emails

And Google

**Additional information**

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2010-02-00 (14 years)

Salary you wish 15000 R per month