



Kayleen Lottering

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administrator/secretarial positions where I am able to fully express my potential in this field in order to create an efficient and effective day to day smooth operations. I pride myself in the work that I do as I have built a solid 13 year reputation of not only being able to fulfil my duties, furthermore to vocationally adhere to other tasks to further my skillset

Preferred occupation	Administrators Administrative jobs
Preferred work location	Port Elizabeth Eastern Cape

Contacts and general information about me

Day of birth	1992-07-13 (32 years old)
Gender	Female
Residential location	Port Elizabeth 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 2021.05 iki 2024.05
Company name	SMD Telecommunications
You were working at:	Engineers
Occupation	Administrator
What you did at this job position?	Receptionist/Finance/Logistics/Social Media/Graphics design

Education

Educational period	iki 2019.06
Degree	Diploma
Educational institution	Alison E Learning
Educational qualification	Diploma in Public Relations
I could work	No

Educational period	nuo 2011.01 iki 2012.12
Degree	Diploma
Educational institution	Varsity College
Educational qualification	Diploma in Public Relations
I could work	Only internship

Languages

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

Computer knowledge

I am well acquainted with the complete Microsoft office suite as well as Microsoft 365 basic. General Information technology hardware (free course completed through Cisco Networking academy)

Conferences, seminars

N/A

Recommendations

Contact person	Maureen Smit
Occupation	Head of Administrators
Company	SMD Telecommunications
Telephone number	+27 (0) 83 302 9428
Email address	maureen.smit@smd-marine.com

Contact person	Neil Campher
Occupation	Managing Director
Company	CS Innovations
Telephone number	+27(0)82 994 1023
Email address	neil@csinnovations.co.za

Additional information

Your hobbies	Reading, fitness, dancing, gardening, woodwork. (Please note: Drivers license date in June 2024)
Driver licenses	None
Salary you wish	11000+ R per month
How much do you earn now	9050 R per month