



Nadia Myburgh

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking mostly for data capturing as stated in the occupation sector. I enjoy a challenge and can work alone or with a team. I am able to work under pressure. I enjoy travelling. I am able to multi task if need be.

Trust this will suffice.

Thanking you for the opportunity which you have afforded me.

Regards

Nadia Myburgh

| | |
|-------------------------|----------------------------|
| Preferred occupation | Administrative jobs |
| Preferred work location | Helderberg Western Cape |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1974-07-15 (50 years old) |
| Gender | Female |
| Residential location | Helderberg Western 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 2013.04 iki 2016.04 |
| Company name | Isringhausen SA |
| You were working at: | Administrators |
| Occupation | Receptionist/ dispatch clerk/ logistics assistant |
| What you did at this job position? | despatching of goods, sending of goods, data capturing, answering of telephone, etc |

Education

| | |
|-------------------------|------------------------------------|
| Educational period | nuo 1987.01 iki 1991.11 |
| Degree | Grade 12 / Matric |
| Educational institution | Greenpoint Senior Secondary School |
| Educational period | nuo 1992.01 iki 1992.12 |
| Degree | Certificate |
| Educational institution | Damelin College |
| I could work | reception/administrative |

Languages

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

Computer knowledge

Wordperfect/ excel/ Microsoft emails, adobe

Recommendations

| | |
|------------------|-----------------------|
| Contact person | Marie Schultz |
| Occupation | manageress |
| Company | NFB Insurance Brokers |
| Telephone number | 043 7352000 |
| Email address | mschutz@nfbst.co.za |

Additional information

| | |
|---------------------|---|
| Your hobbies | Reading, watching movies, playing soccer with my son. |
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 2004-07-00 (20 years) |
| Salary you wish | 13k R per month |