



Natasja Justine Jones

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a highly ambitious and enthusiastic individual who works effectively individually as well as in a team enviroment. I am confident and a motivated person with a strong desire to develop a career in customer service.

Preferred occupation Administrators
Administrative jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Gender Female

Residential location Johannesburg
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2016.01 iki 2016.08**

Company name OLProjectz

You were working at: Administrators

Occupation Administrative Assistant

What you did at this job position? I was in charge of ensuring that all outgoing or incoming calls and emails were noted, I also made sure that all filing was up to date on a weekly basis. I did the companies printing as well as did all the signing for Necessary registrations and registering the company on different procurement departments.

Education

Educational period **nuo 2003.01 iki 2015.11**

Degree Diploma

Educational institution Westbury Secondary School

Educational qualification Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

I work well with microsoft office exel, adobe photoshop, internet explorer, pdf converter, windows, microsoft word, google.

Additional information

Your hobbies	Reading Playing Soccer Creating and designing new clothing
Driver licenses	None
Salary you wish	15000-20000 R per month
How much do you earn now	3500 R per month