



# 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 environment. 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	<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 2016.01 iki 2016.08</b>
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	<b>nuo 2003.01 iki 2015.11</b>
Degree	Diploma
Educational institution	Westbury Secondary School
Educational qualification	Matric

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent

**Computer knowledge**

I work well with microsoft office excel, 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