



Clara Masina

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am hard working part time student at boston city college studying certified technical financial accounting , with proven skills in microsoft word, power point, excel and basic knowledge in pastel.

My study environment has equipped me with skills of keeping time, working under pressure and completing task without supervision.

I pay attention to details, friendly, love working with people and providing good services.

seeking to apply my abilities to fill the role in your company and help your company achieve its goals.

Preferred occupation

Administrators
Administrative jobs

Cashiers
Retail, store jobs

Jobs for students
Student jobs

Other jobs
Other jobs

Receptionists
Hotel jobs

Banking
Finance jobs

Preferred work location

ekurhuleni
Gauteng

Johannesburg
Gauteng

East Rand
Gauteng

Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth

1991-10-08 (32 years old)

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.*
[Sign in](#)

Work experience

Working period **nuo 2015.02 iki 2015.05**
 Company name the workforce group
 You were working at: Other jobs
 Occupation stock take and packaging
 What you did at this job position? i was doing stocktaking in retail shops and packanging.

Working period **nuo 2016.01 iki 2016.06**
 Company name lady million beauty salon
 You were working at: Barbers, hairdressers
 Occupation assistant
 What you did at this job position? booking customers appointment ,welcoming clients, preparing refreshments and keeping the salon clean amd organised

Education

Educational period **nuo 2013.02 iki 2016.12**
 Degree Diploma
 Educational institution Boston city college
 Educational qualification certified technical financial accounting
 I could work at financial institution, warehouse, goverment institution, companies

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	fluent
isiZulu	fluent	fluent	fluent

Computer knowledge

microsoft word, excel, power point and pastel .

Additional information

Your hobbies reading, completing puzzles and participating in sports.
 Driver licenses None
 Salary you wish 5000 R per month