



Sonia Krishendut

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am writing to express my keen interest in your vacancy which is advertised.

I have admin experience with computer skills. I am flexible, adaptable and able to manage multiple priorities at the same time, all of this makes me believe that I would be a strong candidate for your vacancy. As a driven individual who wants to progress, I am now looking to work in an energetic and performance-driven environment. One of my strongest points is my self-motivation which allows me to perform well under pressure and against aggressive deadlines in any pressurised environment. I look forward to calling you in a few days time to arrange an interview with you at a mutually convenient time.

In the mean I would like to thank you for considering my application.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1993-09-29 (30 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2014.06 iki 2015.01
Company name	Blake
You were working at:	Other jobs
Occupation	Debt collection
What you did at this job position?	Collection

Working period **nuo 2016.05 iki 2016.08**
 Company name Sanlam
 You were working at: Administrators
 Occupation PA/Admin
 What you did at this job position? Handling clients quires

Education

Educational period **nuo 2012.01 iki 2012.11**
 Degree Grade 12 / Matric
 Educational institution Eshowe High
 Educational qualification Matric
 I could work Computers application technology

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Word
 Excel
 Outlook
 Power point

Additional information

Your hobbies Reading
 Exercising
 Outdoor adventures
 Driver licenses B Light Vehicle ≤ 3,500kg
 Driver license from 2014-02-00 (10 years)
 Salary you wish 6500 R per month
 How much do you earn now 5000 R per month