



Nikki Sampson

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Advanced microsoft excel skills

Preferred occupation Secretaries
Administrative jobs

Administrators
Administrative jobs

Preferred work location Port Elizabeth
Eastern Cape

Contacts and general information about me

Day of birth 1975-06-22 (49 years old)

Gender Female

Residential location Port Elizabeth
Eastern Cape

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

Working period **nuo 2010.12 iki 2016**

Company name Shoprite Checkers

You were working at: Secretaries

Occupation Retail Analyst /Secretary

What you did at this job position? Analytical Statistics (Stock, Sales and Budgeting) Secretarial
and Personal Assistant functions

Education

Educational period **nuo 1988.01 iki 1992.10**

Degree Grade 12 / Matric

Educational institution Westering High School

Educational qualification Matriculated grade 12

Languages

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

Computer knowledge

Microsoft Outlook and Microsoft Outlook Express

Microsoft Word,

Microsoft Excel (VERY competent),

Microsoft Power Point

Micrografix Windows Draw

Microsoft Publisher

Microsoft Photo Editor

Microsoft Paint

Microsoft Greetings 2000

Em@x Lite

Telnet / Netterm (In-house package)

Winfax Pro

MGI Photo Suite II

Printshop Studio II & Printshop Delux

iSX Terminal Emulator - Computer package used to update switchboard programming, barring codes, speed dials etc.

Termem 1 terminal emulator- (Computer package used to monitor telephone usage)

Internet Explorer

Cognos Upfront Powerplay Manager, Cognos Web Explorer & Cognos Customer

Epson Smart Panel Scanner.

Visual FoxPro

Accpac

ProClarity

SAP

Conferences, seminars

Course Attended: Microsoft Excel – Intermediate

Institution: New Horizons Computer Learning Center May 2001

Course Attended: Microsoft Excel – Advanced

Institution: People Skills (Ex. JHB) July 1995

Additional information

Course Attended: “Understanding the Customer”

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 1994-01-00 (30 years)

Institution: The Computer School October 1998

Salary you wish 11000 R per month

Course Attended: Microsoft Excel – Beginners/Intermediate

How much do you earn now 10700 R per month

Institution: New Horizons Computer Learning Center April 2001