



# 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.*  
[Sign in](#)

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

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