



Clarissa Van Der Merwe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I enjoy doing Admin work but as I am creative and did a year of Drafting., I am a very punctual person and do not enjoy running late. I am quiet and reserved in large groups but in smaller groups and one on one I am comfortable. I am a fast learner helped my father in his business with banking, emails and general admin functions. I have an above average knowledge of the English Language. I have a licence and my own car.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1997-12-13 (27 years old)
Gender	Female
Residential location	East Rand Gauteng
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 2015.10 iki 2016.03
Company name	Caves (now Hamleys)
You were working at:	Shop assistants
Working period	nuo 2014.01 iki 2016.11
Company name	Jukebox Hire
You were working at:	Administrators

Education

Educational period	nuo 2011.01 iki 2015.11
Degree	Grade 12 / Matric
Educational institution	H/S Dr. E.G. Jansen

Educational period	nuo 2016.02 iki 2016.01
Degree	Certificate
Educational institution	CTU Training Solutions
Educational qualification	qualified AutoCAD User, qualified Revit User, qualified Inventor User
I could work	Draftsman

Languages

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

Computer knowledge

Microsoft :

Adobe

Word

Exel

Power Point

Outlook

AutoDesk:

Revit

Inventor

AutoCAD

Recommendations

Contact person	Francois
Occupation	Owner at Jukebox Hire
Company	Jukebox Hire
Telephone number	0725083728
Email address	sales@jukes.co.za

Additional information

Your hobbies	Reading Baking
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2016-03-00 (8 years)
Salary you wish	7000 R per month
How much do you earn now	0 (unemployed) R per month