



Inger Moolman

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administration or a personal assistant job to start out with. I have recently matriculated and passed with a bachelors. I applied to tertiary institutions but haven't gotten an answer yet due to the fees must fall interruption which took place last year (2016). So now I am looking to gain some knowledge and work experience for the year and maybe study part time. I am trustworthy, hard-working and I work good and effectively in groups. I work good under pressure and I like to learn new and more things I am a person with lots of ethics. I am not disrespectful and neither am I lazy. I am energetic, full of energy and always do what's expected of me no matter the work load. I would loved to be hired to work at any place as I adjust and adapt quickly and any business/company won't regret having me.

Preferred occupation	Secretaries Administrative jobs
	Project managers Management, human resources jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1998-02-07 (26 years old)
Gender	Female
Residential location	Cape Town Western Cape
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

Education

Educational period	nuo 2016.12 iki dabar
Educational institution	I-Can Center
Educational qualification	Certificates
I could work	I have understanding on being computer literate and also project management

Languages

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

Computer knowledge

I have IC3, which means I have experience on Excel, Microsoft and PowerPoint. I've also before that already taught myself a lot of things and that's how I became computer literate because I have had my own laptop and computer over the years that I've been in High School.

Conferences, seminars

IC3- At the I-can centre

Project Management- I-can centre/College of Cape Town

Recommendations

Contact person	Mr L Scholtz
Occupation	Boss
Company	I-can
Telephone number	021 202 0596
Email address	reception@g-citi.org

Additional information

Your hobbies	<ul style="list-style-type: none"> • I love to read • I love to sing • I like to work with people • I love to be busy with productive things
Driver licenses	None
Salary you wish	R3500 R per month
How much do you earn now	- R per month