



Cherilene Solomon

Curriculum Vitae (CV)

What job i'm looking for? My positive points

To whom it may concern

I would like to apply for the position as an Administrator Clerk

I am a dedicated, self-motivated individual who thrives on improving and understanding every aspect of a business

I would like to have an opportunity to broaden my knowledge and make myself more marketable to the company and contribute towards the future success

I am confident that I am the best candidate for the position you are requiring as I have strong office, admin and people skills

I am currently employed on a contract basis at ICOSA Maitland and would like to become permanently part of the family

Thank you for taking my application into consideration

I trust that I will hear from you soonest.

Sincerely

Cherilene Solomon

Preferred occupation Administrators
Administrative jobs

Preferred work location Northern Suburbs
Western Cape

Contacts and general information about me

Day of birth	1993-10-16 (30 years old)
Gender	Female
Residential location	Northern Suburbs 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

Work experience

Working period **nuo 2012 iki 2014**
 Company name markham
 You were working at: Shop assistants
 Occupation sales assistant
 What you did at this job position? clothing and cell phone sales

Working period **nuo 2015.12 iki 2016.03**
 Company name durbanville library
 Occupation librarian assistant
 What you did at this job position? library administrator

Working period **nuo 2016.09 iki 2017.02**
 Company name ICSA
 You were working at: Administrators
 Occupation administration clerk
 What you did at this job position? administration

Education

Degree Grade 12 / Matric

Languages

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

Computer knowledge

I am computer literate ; being fully literate with most windows

Recommendations

Contact person Conette
 Occupation childrens librarian
 Company durbanville library
 Telephone number 0214447070

Contact person Rooysten
 Occupation store manager
 Company markham
 Telephone number 0215969300

Contact person	Verushka
Occupation	manager
Company	ICSA
Telephone number	0610865873

Additional information

Driver licenses	None
Salary you wish	4500-5000 R per month
How much do you earn now	4000 R per month