



Edwin Mervyn

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for work in the government sector. I am a friendly ,well mannered person ,who possess excellent communication skills – Both written and verbal. I am organized, efficient and reliable. I am able to perform well under pressure. I enjoy working within a group, but am capable of completing individual tasks. My co-operative and mature demeanour will be invaluable in any position.

- Fully proficient in MS Office: Word, Excel and WMS
- Fully knowledgeable and efficient regarding internet and email
- Very organized, always reliable, consistent and professional work ethic
- Always punctual, and committed to the completion of tasks
- Excellent problem-solving and negotiation skills
- An extremely fast adapter to any situation and/or system
- Target driven and hardworking
- General administrative functions

Preferred occupation	Dispatchers Administrative jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1972-03-05 (52 years old)
Gender	Male
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