



Julia Gurke

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a very hardworking individual and a fast learner. I consider myself to be trustworthy and honest. I know I am seeking a new opportunity in an administrative position and would love an opportunity to gain new skills and work with new people.

Preferred occupation

- Administrators
Administrative jobs
- Secretaries
Administrative jobs

Contacts and general information about me

Day of birth 1993-09-17 (31 years old)

Gender Female

Residential location Johannesburg
Gauteng

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 2015.03 iki 2017.03**

Company name UMS Management services

You were working at: Miners

Occupation Travel Administrator

What you did at this job position? Oversaw the booking of flights and performed administrative duties in terms of visa application, forecasting and reconciliation of all travel expenses.

Working period	nuo 2014.08 iki 2015.02
Company name	Shaft Sinkers
You were working at:	Miners
Occupation	Receptionist and admin support
What you did at this job position?	Received and directed company calls. Received company packages. Welcomed clients and guests also served refreshments. Assisted the financial department with administrative duties such a filling and date entry.

Computer knowledge

Intermediate - Microsoft Office, Excel, Word and Outlook
Online applications.

Conferences, seminars

Domestic fares and ticketing course at the Gauteng Travel Academy in 2015
Full Galileo course at the Gauteng Travel Academy in 2015
Attended various workshops on Migration requirement for expats at the Johannesburg Chamber of Commerce and Industry.

Recommendations

Contact person	Carien
Occupation	Financial Controller
Company	UMS Management Services
Telephone number	0114454501
Email address	Carienk@Uumsgbs.com

Additional information

Salary you wish	10000 to 15000 R per month
How much do you earn now	10000 R per month