



Haneefa Karriem Crook

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Hi

I see myself as a hardworking, Honest and trustworthy person.

A receptive logical thinker and work well under pressure and handle criticism constructively. I love socializing and always up for any challenges.

If given me the opportunity I could be a great asset to your company.

I have also completed my MANAGEMENT ASSISTANT course at BOLAND College.

REGARDS

HANEEFA KARRIEM CROOK

Preferred occupation

Administrators
Administrative jobs

Managers
Sales jobs

Receptionists
Hotel jobs

Preferred work location

Cape Winelands
Western Cape

Contacts and general information about me

Day of birth

1994-12-01 (30 years old)

Gender

Female

Residential location

Cape Town
Western Cape

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 2015.05 iki 2015.11**
 Company name Van Wyk touched Attorneys
 You were working at: Lawyers
 Occupation Admin assistant
 What you did at this job position? Admin . receptionist and filling

Working period **nuo 2016.02 iki 2016.06**
 Company name TC Newman Hospital
 You were working at: Nurses
 Occupation Administration assistant
 What you did at this job position? Data capture . telephone etiquette & filling

Education

Educational period **nuo 2009.01 iki 2013.12**
 Degree Grade 12 / Matric
 Educational institution New Orleans secondary
 Educational qualification Grade 12
 I could work Harder

Educational period **nuo 2015.01 iki 2016.07**
 Degree Certificate
 Educational institution Boland college Paarl
 Educational qualification Management assistant
 I could work Harder

Languages

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

Computer knowledge

Word
 Excel
 Microsoft outlook
 Access

Additional information

Your hobbies Read
 Sport (Rugby)
 Shopping
 Cook

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2014-05-00 (10 years)
Salary you wish	R6500.00 R per month
How much do you earn now	R0.00 R per month