



# 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 (29 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