



# Maxine Ravell

Curriculum Vitae (CV)

**What job i'm looking for? My positive points**

forms of aromatherapy in my spare time.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I'm motivated to work for a company with a great reputation and high profile.

I am available for an interview at any time, and should you require any further information then please do not hesitate to contact me. I would be delighted to discuss any possible vacancy with you at your convenience.

Yours Sincerely,

Maxine Donae` Ravell

Preferred occupation Administrators  
Administrative jobs

Sales Consultant  
Beauty industry jobs

Preferred work location Johannesburg  
Gauteng

To whom it may concern,

**Contacts and general information about me**

I am writing as a motivated seeker of employment in Johannesburg, Gauteng. I enclose my CV for Day of birth 1990-07-09 (34 years old) your information.

Gender Female

Residential location Johannesburg

I am a highly talented and experienced Administrator, of which I am highly skilled in all administration disciplines. I specialise in Human Resources and Industrial relations through working for a Labour Law Specialists firm, developing a high level of practical experience, knowledge and long track record of success at this firm and I have gained a vast knowledge of HR Management /

Administration and labour law in the duration of my employment there. I am confident that I can

become a top performer at your company and would like to enable myself to expand my expertise

**Language Speaking level Understanding level Writing level**  
English fluent fluent fluent

Specialist skills and abilities, whilst utilising my experience, knowledge and skills to benefit any employer I am working for.

**Computer knowledge**

I invite you to review my attached resume which will show you that I am a capable and professional individual who is able to perform to the highest standards in areas such as administrative skills and delivering insights that enable shrewd in any situation. The foundation of my achievements to date lies in my ability to organise my time effectively, prioritize tasks, and use my initiative to come up with solutions to any problem.

Amongst my strong points, I believe myself to be diligent, professional, hardworking and a dedicated team player with a high level of integrity. I have been considered to have a friendly, sanguine personality, ready smile and easy charm. I pride myself on the knowledge that I perform well under pressure and I am an effective communicator. I am very punctual and will always strive to meet deadlines. I generally have a positive attitude which is usually influential on workers and

Excellent communication skills;  
Enthusiastic and committed;  
Successfully worked under strict deadlines;

Advanced skills in Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft Word;

**Additional information**

Internet Explorer, Mozilla Firefox, Google Chrome

Your hobbies

I am a strong lover of animals and share many talents around the behavioral side of all animals. I enjoy scrapbooking, art (drawing and history of famous artists), music, interior design, health studies, gardening, making jewellery and study and practice true forms of aromatherapy in my spare time.

Fast typer

Adapt freely to new provisions;

Strong administrative and organizational skills;

Driver licenses

B Light Vehicle ≤ 3,500kg

Experienced in problem solving;

Driver license from

2011-09-00 (12 years)

Work both effectively and efficiently as a team member and independently;

Salary you wish

R15 500 / R16 000 R per month

How much do you earn now

R14 500 R per month