



Krysan Hallett

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I love doing office work and I am great at it.

I am a white female, age 28.

Bubbly, Outgoing, Friendly and absolutely a people's person.

I am your front of house.

Preferred occupation	Administrators Administrative jobs
	Secretaries Administrative jobs
	ReceptionistPersonal Assistant Administrative jobs
Preferred work location	Roodepoort Gauteng

Contacts and general information about me

Day of birth	1989-08-21 (35 years old)
Gender	Female
Residential location	West Rand Gauteng
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

Work experience

Working period	nuo 2014.07 iki 2017.09
Company name	Preschool
You were working at:	Administrators
Occupation	Office Administrator
What you did at this job position?	All handling of school fees, e-mails, phone calls, fundraising, filing

Education

Educational period	nuo 2004.01 iki 2008.12
Degree	Grade 12 / Matric
Educational institution	Allen Glen High School
Educational qualification	Matric Certificate

Languages

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

Computer knowledge

I have knowledge of windows office.

Word

Excel

PowerPoint

My typing is of average standard.

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2012-09-00 (12 years)
Salary you wish	R10 000 R per month
How much do you earn now	R10 000 R per month