



# 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> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2014.07 iki 2017.09</b>
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	<b>nuo 2004.01 iki 2008.12</b>
Degree	Grade 12 / Matric
Educational institution	Allen Glen High School
Educational qualification	Matric Certificate

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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