



Nikita Bruwer

Curriculum Vitae (CV)

What job i'm looking for? My positive points

A self - motivated, capable and future - oriented individual with expansive experience in handling various administrative activities. Expert in maintaining correspondence, multitasking capabilities and masters computer word processing, and spreadsheet programs. Successful at managing the task lists of even the most demanding business environments. Fast learner and can quickly incorporate, and implement new procedures to maximize efficiency, and productivity.

A broad aim to bring betterment in daily office tasks.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1994-01-05 (30 years old)
Gender	Female
Residential location	Johannesburg 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 2015.01 iki 2015.04
Company name	Wetback Contracts (PTY) LTD
You were working at:	Secretaries
Occupation	Document Controller
What you did at this job position?	In control of issuing, organizing, coping and filing of reports, routine letters, correspondence, documents and drawings

Additional information

Salary you wish	10 000 R per month
How much do you earn now	10 000 R per month

