



# Brent Damons

Curriculum Vitae (CV)

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

I am a charismatic young vibrant man, who is trustworthy and very efficient.

I believe in hard work and determination in order for one to succeed i have been doing a string of contract work in admin but since I got married and my wife has given birth to a baby boy which I myself delivered-has also showed me that in stressful times I can keep a cool head and deliver, but I am now looking for a stable job so I can provide for my family.

What I lack in experience I make up for in passion and drive and I am also a very fast learner and know how to adapted myself, I will be a fresh new invigorating addition to the team and I play well with others.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
|                         | Receptionist<br>Administrative jobs   |
| Preferred work location | Johannesburg<br>Gauteng               |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1988-07-18 (36 years old)   |
| Gender               | Male  |
| Residential location | Johannesburg<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2014.06 iki 2015.05</b>                          |
| Company name                       | Mutual and federal                                      |
| You were working at:               | Insurance administrator                                 |
| Occupation                         | Indexer   |
| What you did at this job position? | Faxing, filing, scanning of documents, indexing queries |

Working period **nuo 2017.01 iki 2018.05**  
 Company name Africa peace network(APN)  
 You were working at: Administrators  
 Occupation Transcriber  
 What you did at this job position? Captured audio files and transcribed to word document

### Education

Educational period **nuo 2013.06 iki 2014.04**  
 Degree Grade 12 / Matric  
 Educational institution Silver oaks Secondary school (re-registered)

### Languages

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

### Computer knowledge

MS office,word,excel,PowerPoint,outlook also familiar with systems like OMUNET,TIA,BBM and ORACLE

### Recommendations

Contact person Elbe Voster  
 Occupation Team leader  
 Company Mutual and Federal  
 Telephone number 0113742071

### Additional information

Driver licenses None  
 Salary you wish 8000 R per month