



# 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 Administrative jobs
	Receptionist Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1988-07-18 (36 years old)
Gender	Male
Residential location	Johannesburg 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 2014.06 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