



# Reylene Khan

Curriculum Vitae (CV)

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

Admin position

I am regarded as one who takes their responsibilities very seriously. I am a highly reliable person.

I will do absolutely all I can to meet the deadlines. I stand squarely behind what I commit to do and will use all my self-discipline to ensure the commitment is honoured.

I know that good time management is fundamental to ensuring I am in a position to deliver.

I value my reputation as a reliable person and feel very motivated to keep it.

I am known as someone who likes to work with facts and solid evidence.

I set challenging objectives and then achieve them

I try to keep things simple and avoid overcomplicating matters

I try a fresh approach when looking for solutions

I have a great eye for detail, which I can put to good effect. I am very thorough,

In addition, very little escapes my attention.

I can be very enthusiastic and energised at times

You like thinking outside the box, but I know the

Importance of gathering solid evidence to support

Your ideas

I am:

Outcome focused

Discipline driven

Down to earth

People focused

Inspiration driven

Preferred occupation

Secretaries  
Administrative jobs

Preferred work location

Durban City  
KwaZulu-Natal

**Contacts and general information about me**

Day of birth	1990-07-06 (34 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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>

**Additional information**

Salary you wish	15000 R per month
How much do you earn now	9800 R per month