



Candice Ramchuran

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Thank you for allowing me to apply for this position.

Preferred occupation: Buyer
 Name: Candice Ramchuran
 Administrative jobs

Email: 093candice@gmail.com
 Data capturers
 Administrative jobs

Contact number: 065 931 3922
 Switchboard operator
 Administrative jobs

Preferred work location: Durban City
 KwaZulu-Natal

Contacts and general information about me

Day of birth: 1993-01-13 (31 years old)

Gender: Female

Residential location: Durban City
 KwaZulu-Natal

I am a hardworking individual able to work with a team or individually. I am a fast learner with experience in internal sales, purchasing, office administration as well as switchboard answering.

Telephone number: *Information is available only for registered users.*
[Sign in](#)

Email address: *Information is available only for registered users.*
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Work experience

Working period: **nuo 2012.06 iki 2015.06**

Company name: Cable Systems

Occupation: Admin Clerk/ Personal Assistant

What you did at this job position? General Office assistance, switchboard, Account queries Clerk

Working period: **nuo 2015.07 iki 2018.04**

Company name: Specialised Electrical Accessories

Occupation: Internal Sales

What you did at this job position? Internal Sales, Buyer, Switchboard

Education

Educational period: **nuo 2006.01 iki 2010.12**

Degree: Grade 12 / Matric

Educational institution: Newhaven Secondary School

Educational qualification: Matric (grade 12)

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Tertiary Education

Name of Institute: Cyber Com Computer College

Name of Course: 3 Month Office Administrator

Year Completed: 2011

Subjects: Introduction to Computers

Secretarial & Business Administration

Office Management

Microsoft Office

Microsoft Certified Application Specialist (MCAS)

Additional information

Driver licenses	None
Salary you wish	12000 R per month
How much do you earn now	10500 R per month