



Neville Pears

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm currently looking for an administration job where I can better share my knowledge and educational background experiences.

I'm a very active, self motivated and hardworking individual, who is always willing to go the extra mile. During my educational background i have started enrolled myself in gaining some working experiences, as i have prepared myself for the working industry to be skilled orientated and to have a feeling of how it is in the working industry. Well hiring me will be a great platform for me to showcase my skills as well as my knowledge and educational background experience, and to also learn some new things in order to improve my skills and knowledge.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Kathu Northern Cape
	Cape Town Western Cape
	Cape Flats Western Cape

Contacts and general information about me

Day of birth	1994-05-10 (30 years old)
Gender	Male
Residential location	Northern Suburbs Western Cape
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 2016.06 iki 2016.11**
 Company name Boss solution
 You were working at: Bookkeeper
 Occupation Administrative assistant
 What you did at this job position? Administrative duties

Working period **nuo 2017.02 iki 2017.11**
 Company name Rural development support program
 You were working at: Other jobs
 Occupation Administrative assistant
 What you did at this job position? Administrative duties

Education

Educational period **nuo 2008.01 iki 2013.12**
 Degree Grade 12 / Matric
 Educational institution Gariiep high school
 Educational qualification Matric
 I could work Yes

Educational period **nuo 2016.01 iki 2017.12**
 Degree Certificate
 Educational institution False bay TVET College
 Educational qualification Certificate
 I could work Yes

Languages

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

Computer knowledge

Microsoft word
 Microsoft Excel
 Microsoft Outlook

Recommendations

Contact person	Eugene Jackson
Occupation	Supervisor
Company	Rural development support program
Telephone number	021 462 4525
Email address	rdsp@gmail.com

Contact person	Ms. Van wyk
Occupation	Supervisor
Company	Boss solution
Telephone number	021 702 2677

Contact person	Ms. Zenani
Occupation	Mentor
Company	Falsebay college
Telephone number	079 689 8051

Additional information

Your hobbies	Running and Exercising
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2018-10-00 (5 years)
Salary you wish	20000 R per month