



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.

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|-------------------------|--|
| 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 |

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

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

Additional information

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|---------------------|---------------------------|
| Your hobbies | Running and Exercising |
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 2018-10-00 (6 years) |
| Salary you wish | 20000 R per month |