



Busiswa Orie

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administration job because I pursued it at college and I graduated to obtain a degree in it. My positive is I get everything done and I am very organized person and I take instructions very well and I am not afraid to ask if I haven't heard an instruction correctly. I also own up to my mistake. I would be a great value to your team because I am a team member. And have a will to learn.

| | |
|-------------------------|--|
| Preferred occupation | Administrators Administrative jobs |
| | Waiters, waitresses Restaurant, bar service jobs |
| | Cashiers Retail, store jobs |
| Preferred work location | East London Eastern Cape |
| | Bhisho Eastern Cape |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1989-12-23 (35 years old) |
| Gender | Female |
| Residential location | East London Eastern 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 2012.11 iki 2019.07 |
| Company name | Wimpy beacon bay |
| You were working at: | Cashiers |
| Occupation | Waitres and Cashier |
| What you did at this job position? | Customer service |

Education

| | |
|---------------------------|---|
| Educational period | nuo 2010.02 iki 2013.06 |
| Degree | Diploma |
| Educational institution | Universal College Outcomes |
| Educational qualification | Human Resources Officer |
| I could work | As Administrator, Clerk, Office Assistant and Human Resource Management |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------------|-----------------------|----------------------------|----------------------|
| English | very good | very good | fluent |
| isiXhosa | fluent | fluent | fluent |

Computer knowledge

Yes I do have Computer knowledge :

Ms Word, Excel, Powerpoint, Outlook, Typing, Internet and etc.

Conferences, seminars

None

Recommendations

| | |
|------------------|---------------------|
| Contact person | Christa Radloff |
| Occupation | Manager |
| Company | Manager |
| Telephone number | 0437282068 |
| Email address | wimpb.bay@gmail.com |

Additional information

| | |
|--------------------------|------------------|
| Driver licenses | None |
| Salary you wish | 8000 R per month |
| How much do you earn now | 4000 R per month |