



Angira Ramnarain

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration Clerk

Preferred occupation

Data capturers
Administrative jobs

Preferred work location

Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth

1960-10-25 (63 years old)

Gender

Female

Residential location

Durban City
KwaZulu-Natal

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 2016.08 iki 2016.10

Company name

Danapak Package

You were working at:

Sales administrartor

Occupation

administration

What you did at this job position?

Reception, Cashing, Debtors, Creditors, Despatching and Receiving Stocks

Working period

nuo 1988.10 iki 2013.03

Company name

Davinscot Durban

You were working at:

Administrators

Occupation

Administration Clerk

What you did at this job position?

Debtors, Creditors, Stock Control from Raw Material to Complete Garment, Reception, Data Capturing, Filing, Petty Cash & Internal Companies, CMT Payments, Reconciling Accounts, Purchasing & Monitoring Stationery & Refreshment for Internal Companies, Monitoring Faxes & Printing Machines , Working with Sync Solution, Lotus123, Pastel

Education

Educational period	nuo 1980.01 iki 1980.04
Degree	Certificate
Educational institution	Supreme Commercial College
Educational qualification	Reception & Shorthand Typing

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

Lotus 123, Sync Solution, Pastels. I have no certificate to proof except for Reception & Shorthand Typing. Experience on Computer were provided by Davinscot Durban.

Recommendations

Contact person	Mr Graham Buck
Occupation	Director
Company	Davinscot Durban
Telephone number	0312035600

Additional information

Your hobbies	Netball, Reading, Watching movies, Gardening
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1983-02-00 (41 years)
Salary you wish	R7500 R per month