



Arlene Sookram

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have 22 years all round Administration experience and 8 years personal assistant experience.

I am reliable, self motivated and work well under pressure, ensure that all tasks are completed timeously, have good inter personal skills and work well with people.

Preferred occupation	Administrators Administrative jobs
	Secretaries Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1975-07-24 (49 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2001.09 iki 2019.07
Company name	Mandos Holdings
You were working at:	Administrators
Occupation	Office administration
What you did at this job position?	All aspects of administration, Vat and PAYE submissions

Education

Educational period	nuo 1993.01 iki 1993.12
Degree	Grade 12 / Matric
Educational institution	Dr AD Lazarus Secondary

Languages

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

Computer knowledge

Microsoft office, word, excel, outlook, PowerPoint

Additional information

Driver licenses	None
Salary you wish	16000 R per month
How much do you earn now	20000 R per month