



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 (48 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 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