



# Anathi Njani

Curriculum Vitae (CV)

**What job i'm looking for? My positive points**

to offer more insight into my qualifications would be most welcome. Thank you for your consideration; I look forward to speaking with you soon.

Sincerely,

Anathi njani

**Preferred occupation** My preferred occupation is an administrative generalist. I currently live in Kraaifontein and I finished my matric in 2014 and after finishing my matric I studied office administration in boland college in Paarl from 2015-2017 and while I was

**Contacts and general information about me** Currently working as an administrative generalist in Franschoek Spar Inc from 2015 - 2018 to

**Day of birth** 1995-11-05 (28 years old)

**Gender** Male

**Residential location** Cape Winelands, Western Cape

**Residential location** your posting for an Office Administrator, I hastened to submit my resume for your review. As a highly organized and self-motivated professional with expertise in coordinating and overseeing office operations to maximize efficiency and productivity, I am prepared to significantly

**Telephone number** [Information is available only for registered users.](#)

**Email address** [Information is available only for registered users.](#)

**Email address** My background includes managing administrative operations and driving office efficiency within fast-paced office environments while ensuring adherence to budgets and deadlines. From preparing

**Work experience** business correspondence and developing custom Excel- and Word-based documents to handling

**Working period** **nuo 2018.12 iki 2019.06**

**Working period** bookkeeping activities and maintaining equipment and supplies, I excel at prioritizing tasks,

**Company name** Spar Inc

**Company name** collaborating with management, and developing effective communication and organizational

**You were working at:** Administrators

**procedures.** Occupation Junior administrator

**Occupation** What you did at this job position? managing day-to-day office operations, communications,

**What you did at this job position?** scheduling, database management, and special projects

**Highlights of my experience include:** throughout

**Highlights of my experience include:** \* Skillfully managing day-to-day office operations, communications, scheduling, database

**management, and special projects throughout 1 year and 8 months career in office administration**

**Education** and support

**Education** **end support-period** **nuo 2015.01 iki 2017.11**

**end support-period** **nuo 2015.01 iki 2017.11** Achieving reputation as a QuickBooks specialist and streamlining bookkeeping functions by

**Achieving reputation as a QuickBooks specialist** implementing software systems to drive increased accounting productivity and efficiency.

**implementing software systems to drive increased accounting productivity and efficiency.** Organizing, scheduling, and facilitating regular company-wide meetings—including meetings with

**Organizing, scheduling, and facilitating regular company-wide meetings—including meetings with** C-level executive staff.

**C-level executive staff.**

**Languages** \* Excelling at balancing multiple tasks within independent, self-starting environments while

**Languages** providing top-level organization and communication skills and improving operational systems.

**Language** **Speaking level** **Understanding level** **Writing level**

**Language** English **Speaking level** fluent **Understanding level** fluent **Writing level** fluent

**English** Afrikaans **Speaking level** very good **Understanding level** very good **Writing level** good

**Afrikaans** My skills in office organization, bookkeeping, and general administration have been finely honed,

**My skills in office organization, bookkeeping, and general administration have been finely honed,** and I am confident my additional strengths will readily translate to your environment. The chance

**and I am confident my additional strengths will readily translate to your environment. The chance**

**Computer knowledge**

Microsoft Access. ...

QuickBooks. ...

Email. ...

Web and Social Skills. ...

Graphic and Writing Skills.

Microsoft Office.

**Additional information**

Word. ...

Driver licenses

None

Spreadsheets. ...

Salary you wish

4500-6000 R per month

PowerPoint. ...

How much do you earn now

5000 R per month