



# 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 office administrator. 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** I worked as an office administrator in Franschoek Spar Inc from 2015 - 2018 to

**Day of birth** 1995-11-05 (29 years old)

**Gender** Male

**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

**Telephone number** overseeing office operations to maximize efficiency and productivity, I am prepared to significantly

**Email address** contribute to your company's goals and objectives. *Information is available only for registered users.*

**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

**Company name** Spar Inc

**You were working at:** collaborating with management, and developing effective communication and organizational

**Occupation** Junior administrator

**What you did at this job position?** managing day-to-day office operations, communications, scheduling, database management, and special projects

**Highlights of my experience include:** throughout

**Education** \* 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 period** nuo 2015.01 iki 2017.11

**Degree** Achieving reputation as a QuickBooks specialist and streamlining bookkeeping functions by

**Education institution** implementing software systems to drive increased accounting productivity and efficiency.

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

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

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

**English** Speaking level: fluent, Understanding level: fluent, Writing level: fluent

**Afrikaans** Speaking level: very good, Understanding level: very good, Writing level: good

**Computer knowledge** 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

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