



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