



# Janine Changlrayn

Curriculum Vitae (CV)

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

Personal Assistant, Secretary, Front desk, Assistant Restaurant Manager, Administrative

Preferred occupation Secretaries  
Administrative jobs

Preferred work location Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth 1970-04-16 (54 years old)

Gender Female

Residential location Pretoria / Tshwane  
Gauteng

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 2018.07 iki 2019.04**

Company name Ivory Rose Cafe

You were working at: Personal assistant

Occupation Assistant Restaurant Manager, Office Manager, Payroll

What you did at this job position? Assisted Restaurant Manager, placed orders, assisted in recruitment of restaurant staff, payroll and marketing

Working period **nuo 2007.09 iki 2015.08**

Company name Mondi Limited

You were working at: Secretaries

Occupation Personal Assistant and Finance administrator

What you did at this job position? Secretarial duties for the Head of Finance, Safety rep, Events co-ordinator

## Education

Degree	Certificate
Educational institution	Liefs Commercial College
Educational qualification	Secretarial certificate

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	good	very good	basic

### Computer knowledge

MICROSOFT OFFICE, VISIO, SAP

### Conferences, seminars

The Voice Clinic, Durban, OHC certificate, First Aid Training, SAP training

### Recommendations

Contact person	Thuso Mabasa
Occupation	Restaurant Manager and Chef
Company	Ivory Rose Cafe

### Additional information

Salary you wish	20000 R per month
How much do you earn now	0 R per month