

## **Caroline Naidoo**

Curriculum Vitae (CV)

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

To whom it may concern

I have attained this current vacancy from Jobvine.

My desired position is in administrative although my strong skills are within the Mechanical Engineering manufacturing field, I have 15 years of experience in Technical engineering buyering, Cost Estimation, Production planner, administrative and was the PA to the director.

I believe in fact I am sure that my skills was bent to be used as the company wishes and I have strong attentive skills to details as I dealt with numbers.

Currently I have resigered through a distance learning program in mechanical engineering diploma however my next step is in supply chain management and purchasing.

I have been a supplier of of Transnet Port Terminals and Transnet Rails.

I have solid knowledge in the equipment on the Plant.

I extent my appreciate in reviewing my resume.

Best regards

CAROLINE NAIDOO

0662416062

Preferred occupation Administrators
Administrative jobs

Preferred work location North Coast
KwaZulu-Natal

## Contacts and general information about me

Day of birth 1982-08-09 (42 years old)

Gender Female

Residential location North Coast

KwaZulu-Natal

Telephone number Information is available only for registered users.

Sign in

Email address Information is available only for registered users.

Sign in

Work experience

Working period **nuo 2005.08 iki 2019.05** 

Company name Inkwazi Engineering PTY LTD

You were working at: Steel manufacter

Occupation TECHNICAL BUYER, COST ESTIMATOR, PRODUCTION PLANNER

AND ADMINISTRATION

What you did at this job position? Maintain all purchases, estimating job costing, ensuring

materials are received on time to plan production, Drew up

jobs in progress list.

Working period nuo 2000.05 iki 2003.06

Company name House and home

You were working at: Generals

Occupation Accounts department

What you did at this job position? Handled client approval of deals, filing, switchboard, assistant

with all office duties.

**Education** 

Educational institution INTEC college

Educational qualification Currently studying Diploma in Mechanical Engineering

I could work Immediately

Languages

Language Speaking level Understanding level Writing level

English very good very good very good

Computer knowledge

WORD

**EXCEL** 

**POWERPOINT** 

OUTLOOK

**PASTEL** 

SAGE

**Additional information** 

Driver licenses None

Salary you wish 18600 R per month