



Latifa Gaffar

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Tend to all incoming calls, screening, taking correct messages

Assisting with general office duties

Ensuring your reception area are kept tidy and organized

Very Flexible and helpful

Social Media Marketing

Customer Service

Summary

An effective filing and record-keeping system Administrative support

Provided to management Administration of small purchases Switchboard

Invoices, Microsoft Excel and Word, MS Excel, Google Docs

All rounder in office duties

Preferred occupation Receptionist
Administrative jobs

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 1982-01-22 (42 years old)

Gender Female

Residential location Durban City
KwaZulu-Natal

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 2008 iki dabar**

Company name HELATHSPAS GUIDE

You were working at: Switchboard operator

Occupation RECEPTIONIST

What you did at this job position? ANSWER PHONE IN 3 RINGS, CUSTOMER SERVICE

Education

Educational period **nuo 1996.01 iki 2000.12**
 Degree Grade 12 / Matric
 Educational institution UMBILO SECONDARY SCHOOL

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

WINDOWS, ADOBE, MICROSOFT OFFICE, MICROSOFT EXCELL

Recommendations

Contact person CHARMINE PILLAY
 Occupation HUMAN RESOUCES
 Company HEALTH SPAS GUIDE
 Telephone number 031 242 2220
 Email address charmaine@healthspas.co.za

Additional information

Your hobbies LOVE READING AND SPENDING TIME WITH FAMILY AND FRIENDS
 Driver licenses None
 Salary you wish 12000 R per month
 How much do you earn now 9600 R per month