



# Criszelda Oliveria

Curriculum Vitae (CV)

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

Good day

As you will notice I have several years in vast Office administration, Reception and other working experience.

I am a team player who always strives to do things right the first time.

Administration is what makes me tick, and I know I have what it takes to be a huge asset in your company, as I have been previously as well.

Given the opportunity I can master anything I put my mind too.

Regards

Preferred occupation

Receptionist  
Administrative jobs

Switchboard operator  
Administrative jobs

Administrators  
Administrative jobs

Preferred work location

Port Elizabeth  
Eastern Cape

## Contacts and general information about me

Day of birth 1972-01-22 (52 years old)

Gender Female

Residential location Port Elizabeth  
Eastern Cape

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 2017.08 iki 2019.09**  
 Company name Pioneerfoods (Sasko)  
 You were working at: Administrators  
 Occupation reconciliation clerk  
 What you did at this job position? Reconcile drivers paperwork

Working period **nuo 2013.11 iki 2016.03**  
 Company name premierfoods  
 You were working at: Administrators  
 Occupation admin clerk  
 What you did at this job position? Full Reception/Admin Function (Operating Switchboard)

**Education**

Educational period **nuo 1998.01 iki 1998.03**  
 Degree Certificate  
 Educational institution Girl Friday Course

**Languages**

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

**Computer knowledge**

Windows, SAP, Excel, Microsoft Office, Microsoft Outlook

**Recommendations**

Contact person Fabiola Botha  
 Occupation Admin Supervisor ( Pioneerfoods  
 Company Pioneerfoods  
 Telephone number Tel: 041 408 3717  
 Email address

**Additional information**

Your hobbies netball,soccer and reading  
 Salary you wish 17000 R per month  
 How much do you earn now 16200 R per month