



# Abigail Brown

Curriculum Vitae (CV)

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

I am looking for a job in the Administrative sector. I'm very good with numbers, am computer literate because I had CAT ( computer application technology) as a subject at school and I've been working in the retail sector and I also was a cashier so I had to know the basics. I am good with filling, scanning documents. Sending and receiving emails. Receiving faxes and sending faxes and answer the telephone. I also ensure that the filling is neat and tidy. I'm a good team player and I can work independently.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Free State

## Contacts and general information about me

Day of birth	1997-02-19 (27 years old)
Gender	Female
Residential location	Bloemfontein Free State
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2016.04 iki 2018.01</b>
Company name	Totalsports Loch Logan
You were working at:	Sales representative
Occupation	Bloemfontein
What you did at this job position?	Assisting customers. Being a cashier. Dealing with Admin. Ensuring that the department I was working in was neat and tidy. Merchandising. Ordering stock for customers from different stores. Dealing with enquiries and quotations. Opening accounts. Unpacking stock.

Working period **nuo 2018.02 iki 2019.12**

Company name Postal Worx

You were working at: Shop assistants

Occupation Bloemfontein

What you did at this job position? Assisting customers. Helping them print documents on the computer or from their stick. Binding books. Sending and receiving stock. Printing out documents. Sending and receiving emails and faxes. Being a cashier. Cleaning the store. Laminating documents. Assisting with the Admin.

**Education**

Educational period **nuo 2011.01 iki 2015.11**

Degree Grade 12 / Matric

Educational institution Dr Blok Secondary School

Educational qualification Matric

**Languages**

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

**Computer knowledge**

Microsoft word

Microsoft excel

PowerPoint

**Recommendations**

Contact person Charlotte Booyesen

Occupation Floor Manager

Company Totalsports Loch Logan

Telephone number 0514067237/0711550876

  

Contact person Palesa Clementine

Occupation Supervisor

Company Postal Worx

Telephone number 0514440678

**Additional information**

Your hobbies Reading  
Listening to music  
Traveling

Driver licenses None

Salary you wish 8000 R per month

How much do you earn now

6000 R per month