



Eulenda Matjila

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am a very hard working lady,with a good communication skill,good interpersonal skill and a team player.And willing to learn in a new field of work,am also responsible in my working environment.I always make sure am in time at work to can start my day on a happy note.I have worked for three different private companies as an Admin clerk.I do have a good customers service an also patient in everything i do around me.I have a good administrative duties,but am willing to do anything different from being an admin worker.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng Johannesburg Gauteng

Contacts and general information about me

Day of birth	1991-07-08 (33 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2017.08 iki 2019.12
Company name	LARRY ROYAL PTY LTD
You were working at:	Finance officer
Occupation	ADMIN
What you did at this job position?	Helping new clients,an existing client,checking credit record of clients,filling,calling clients an answering in coming calls,making invoices for garnishes for bad payers,scanning,typing,printing and emailing clients.

Education

Educational period	nuo 2012.01 iki 2013.04
Degree	Certificate
Educational institution	AVUXENI COMPUTER ACADEMY
Educational qualification	SECRETARIA DIPLOMA CERTIFICATE
I could work	ALL OFFICE WORK

Languages

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

Computer knowledge

I HAVE KNOWLEDGE OF MS WORD,MS EXCEL,POWER POINT, AND MS OFFICE.

Conferences, seminars

AT UNIVERSITY OF PRETORIA ,FOR A BUSINESS START UP COURSE WITH THE BLACK UMBRELLA IT ALL HAPPENED IN THE 2013 IN JUNE TILL OCTOBER.

Recommendations

Contact person	OBA
Occupation	MANAGER
Company	LARRY ROYAL PTY LTD
Telephone number	0127553949
Email address	larryloans@gmail.com

Additional information

Your hobbies	READING TYPING PLAYING GAMES WATCHING MOVIES
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	4500 R per month