Nikita Tamryn Tyrer

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm a positive person, polite, dedicated and determined to reach goals that are set. I'm responsible and do well under pressure. My typing skills are good and I follow orders well. I'm good at support based jobs. I have an Alison certificate in administrative support and I've completed a Diploma in HRM but am yet to buy the certification as it's out of my price range

Preferred occupation	**Personal assistant** Administrative jobs
	HR intern Management, human resources jobs
	Bartenders Restaurant, bar service jobs
	Part time jobs Part time, weekend jobs
	Jobs abroad Jobs abroad
	Generals General jobs
Preferred work location	**Port Elizabeth** Eastern Cape

Contacts and general information about me

Day of birth	2001-08-16 (23 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.* Sign in

Work experience

Working period	**nuo 2017.11 iki 2017.12**
Company name	Rengies
You were working at:	Sales person
Occupation	I worked for a very small retail store that has since closed and assisted with the customer orders
What you did at this job position?	I worked with the customers and their orders. I did stock taking and stock purchasing.

Education

Educational period	**nuo 2020.01 iki 2020.02**
Degree	Certificate
Educational institution	Alison
Educational qualification	Administration support
I could work	Administration, receptionist, clerk, any support based job

Languages

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

Computer knowledge

All Microsoft

Additional information

Your hobbies	I enjoy reading, creating art of any kind, working with animals, listening to people, listening to music, making drinks, baking, expanding my knowledge and general researchung
Driver licenses	None
Salary you wish	4000 R per month