



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 (22 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 2017.11 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 |