



Katia Lo Drago

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am an individual who is eager to contribute to a fulfilling work environment. I am a quick study, able to acquire necessary skills in a short space of time and adaptable to almost any environment. I have extensive experience in various industries and have garnered invaluable knowledge from each one. I am quite at ease working in a team environment but equally comfortable using my own initiative. I have worked in environments of pressure and have found myself capable of handling and prioritizing as I am fastidiously neat; have an obsessive attention for detail and accuracy. My strengths are most assuredly those of administration, management and co-ordination and I have an excellent command of the English language, written and spoken. I am an exceptional typist with an above average typing speed (70-80wpm) and well versed in dicta typing. I am happy to do tasks required of me but do not shy away from assisting outside the scope of any designated responsibilities. I am most content when kept busy and am respectful and diplomatic.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Mbombela / Nelspruit Mpumalanga

Contacts and general information about me

Day of birth	1968-11-02 (56 years old)
Gender	Female
Residential location	Mbombela / Nelspruit Mpumalanga
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

Additional information

Salary you wish	15000 R per month
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