



Kirsten Smith

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an admin financial role, my strong points are that I work well with people and have good attention to detail.

I am multiskilled and reliable, am able to think on my feet and keep the ball rolling.

Preferred occupation	Debtors clerk Finance jobs
	Data capturers Administrative jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1983-10-12 (42 years old)
Gender	Female
Residential location	Cape Town Western 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 2010.03 iki 2014.10
Company name	R - Data
You were working at:	Training
Occupation	Training officer and helpdesk manager
What you did at this job position?	Training and implementation of financial software and helpdesk support to customers

Working period	nuo 2014.11 iki 2020.09
Company name	Bridezar
You were working at:	Retail manager
Occupation	Owner of Bridal Boutique
What you did at this job position?	I run the whole operation from buying to sales consulting to marketing

Education

Educational period	nuo 2004.11 iki 2006.09
Degree	Diploma
Educational institution	CPUT
Educational qualification	Clothing Management
I could work	As a buyer or factory manager
Educational period	nuo 2002.01 iki 2002.12
Educational institution	Allen by Campus
Educational qualification	Professional photography
I could work	Stylist or photographer for online catalog

Languages

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

Computer knowledge

I have basic coding skills as well as understanding of most financial software packages. I have excellent Excell skills as well as word and power point.

I am able to do basic SEO set up and am able to administer a wordpress website.

Recommendations

Contact person	Lynn
Occupation	Manager
Company	R data
Telephone number	0214222503

Additional information

Your hobbies	Gardening, reading
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2006-01-00 (19 years)
Salary you wish	R18000 R per month

How much do you earn now

R20 000 R per month