



# Lavonne Sardien

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking for a admin clerk/assistant post,however very comfortable with PA / reception / Filing clerk posts

Preferred occupation

**Administrators**

Administrative jobs

**Switchboard operator**

Administrative jobs

**Receptionist**

Administrative jobs

**Personal assistant**

Administrative jobs

**Front Desk Agent**

Administrative jobs

Preferred work location

**Northern Suburbs**

Western Cape

## Contacts and general information about me

Day of birth

1986-08-10 (39 years old)

Gender

Male

Residential location

**Northern Suburbs**

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 2016.05 iki 2020.02**

Company name

Hyundai

You were working at:

Administrators

Occupation

Admin Assistant

What you did at this job position?

All admin and reception and stock control

## Education

Educational period	<b>nuo 2001.01 iki 2004.12</b>
Degree	Grade 10
Educational institution	Parow High School

#### Languages

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

#### Computer knowledge

MS Office  
Pastel

#### Recommendations

Contact person	Le Rou
Occupation	Manager
Company	Hyundai
Telephone number	021 933 2013

#### Additional information

Driver licenses	None
Salary you wish	11000 R per month
How much do you earn now	8500 R per month