



Shirleen Staggie

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a data capturing/receptionist work on a permanent basis, preferably in the Cape Town region.

My positive points is that I am a hardworking person, mature, passionate, consistent & disciplined.

Preferred occupation Receptionist
Administrative jobs

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Day of birth 1976-01-26 (49 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.*
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Work experience

Working period **nuo 2012.06 iki 2012.06**

Company name retreat clinic

You were working at: Front Desk Agent

Occupation administrative clerk

What you did at this job position? administrative clerk/data capturer

Working period **nuo 2012.10 iki 2013.04**

Company name retreat swimming pool

You were working at: Cashiers

Occupation administrative clerk

What you did at this job position? admin/cashier duties

Working period	nuo 2018.03 iki 2018.06
Company name	platinum recruitment
You were working at:	Filing clerk
Occupation	batching clerk
What you did at this job position?	filing clerk

Education

Educational period	nuo 1995.03 iki 1995.06
Degree	Certificate
Educational institution	none
Educational qualification	matric
I could work	where there is an opportunity available.

Languages

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

Computer knowledge

Microsoft Office Word

Microsoft Office Excel

Power Point

Publisher

Outlook

Internet Explorer

Recommendations

Contact person	Wanita Goodwin
Occupation	CEO
Company	Platinum Recruitment
Telephone number	0836005738

Additional information

Driver licenses	None
Salary you wish	R7500 R per month