



Charmaine Angelo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Please see attached cv.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1986-10-29 (39 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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

Work experience

Working period	nuo 2007.01 iki 2019.01
Company name	Multi-Net Systems Pty Ltd
You were working at:	Administrators
Occupation	Tender Administrator
What you did at this job position?	* Logging all tender proposals and distributing to relevant parties, working to strict deadlines. Updating and maintaining the tender documents database and ensuring all information is accurate. Detailed cv to be provided.
Working period	nuo 2006.11 iki 2007.01
Company name	Imali Cash Loans
You were working at:	General manager
Occupation	Assistant Manageress/Receptionist
What you did at this job position?	Assisting with daily running/management of the business. Reception duties. Detailed cv to be provided.

Education

Educational period	nuo 2003.01 iki 2003.01
Degree	Grade 12 / Matric
Educational institution	Intec College
Educational qualification	Matric

Languages

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

Computer knowledge

Ms Office
 Windows 7 Professional
 Ms Outlook
 Ms Word
 Ms Excel
 Nero Express
 Internet Explorer
 Able2Extract Professional
 Adobe Acrobat

Recommendations

Contact person	Leonie De Lange
Occupation	HR Manager
Company	Multi-Net Systems
Telephone number	0677243479
Contact person	Lennid Shunn
Occupation	Owner
Company	Imali Cash Loans
Telephone number	0767557265

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2020-08-00 (5 years)
Salary you wish	7000 + R per month