



Shanley Oerson

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a Administrator or a Front desk clerk position.

I am able to work under pressure, good telephone etiquette, good in organizing meetings, fast learner, understand organizational and strategic planning.

Preferred occupation Administrative jobs

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Day of birth 1989-03-23 (36 years old)

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 2017.01 iki 2018.12**

Company name Surplus People Project

You were working at: Administrators

Occupation Assistant Administrator

What you did at this job position? Organizing meetings, Answering telephone, filling, bookings, ordering office equipment,

Working period **nuo 2020.10 iki 2020.10**

Company name Transnet

You were working at: Generals

Occupation

What you did at this job position? Removing contact wire, Replacing contact clip,l

Education

Educational period	nuo 2007.01 iki 2007.12
Degree	Grade 10
Educational institution	Lutzville high
Educational qualification	Grade 10
Educational period	nuo 2010.01 iki 2010.12
Degree	Certificate
Educational institution	West Coast College Vredendal
Educational qualification	Hospitality L3
I could work	In a big scale kitchen

Languages

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

Computer knowledge

Ms word
Microsoft office
Microsoft powerpoint

Recommendations

Contact person	Mnr. Henry Fredericks
Occupation	Manager
Company	Surplus People Project
Telephone number	02714485605
Contact person	Miss Roegseena Steevens
Occupation	Financial Administrator
Company	Surplus People Project
Telephone number	07214485605

Additional information

Your hobbies	Cooking Jogging
Driver licenses	None
Salary you wish	R12000 R per month
How much do you earn now	R0.00 R per month