



Office Admin Jilajila

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm Looking for admin job, anything that has to do with office work. I have 5 years experience multitasking in office assistant to data capturing and sales person. I'm a quick learner and I'm willing to anything.

Preferred occupation Secretaries
Administrative jobs

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 1990-12-26 (35 years old)

Gender Female

Residential location Durban City
KwaZulu-Natal

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 2015.05 iki 2020.03**

Company name Ballims pharmacy

You were working at: Salesperson

Occupation Office assistant

What you did at this job position? Data capture

Education

Educational period **nuo 2012.02 iki 2014.11**

Degree Certificate

Educational institution Esayidi FET

Educational qualification Office administration

I could work Receptionist

Languages

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

Computer knowledge

Ms word, Ms excel, Ms power point.

Additional information

Your hobbies	Reading books
Salary you wish	7500 R per month
How much do you earn now	4200 R per month