

# 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 leaner and I'm willing to anything.

## **Contacts and general information about me**

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

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.* [Sign in](#)

## Work experience

Working period **nuo 2015.05 iki 2020.03**

Company name Ballims pharmacy

You were working at: **Salesperson**

What you did at this job position? Data capture

## Education

Educational period **nuo 2012.02 iki 2014.11**

Educational institution Esayidi FET

I could work **Receptionist**

## Languages

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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