



Friddah Lehwana Masemola

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a graduate in Media Studies and Journalism, and based on my job experiences I am currently looking for a job opportunity in Office Administration/Office Assistant, Data Capturing, Customer Service in either government or private sector. I am dedicated, adapt very easily on new working environments, great communication skills with everybody present or new, hardworking, reluctant to share productive ideas to the table, reliable, good time management, consistent, always willing to learn more. I am very well advanced in Microsoft Office in general. My previous working duties were Data Capturing and Customer Service, (Optics) which entailed: Capturing eye prescriptions on both VO plus Hoyalog System according to eye powers, tinting as well as coating, assisting with customer queries based on urgent products for clients. I like challenging myself broadly in all types of sectors/environment in order to achieve my career goals and also willing to make a difference in a working environment.

Contacts and general information about me

Gender	Female
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

Company name	Hoya Hills Optics Pty Ltd
You were working at:	Administrators
Occupation	Data Capturing and Customer Service
What you did at this job position?	Manufacture (Optics) Data Capturing and Customer Service

Education

Educational period	nuo 2008.02 iki 2010.12
Degree	Diploma
Educational institution	Rosebank College Pretoria Campus
Educational qualification	Media Studies and Journalism
I could work	Government/Private Sector

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Advanced in Microsoft Office, Excel, PowerPoint, Access

Conferences, seminars

None

Recommendations

Contact person	Derek McCarthy
Occupation	Manager
Company	Hoya Hills Optics Pty Ltd
Telephone number	011 444 1992/060 960 1033
Email address	dmccarthy@hoya.co.za

Additional information

Your hobbies	Reading, socializing, exercising and movies
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-12-00 (7 years)
Salary you wish	13000 R per month
How much do you earn now	9000 R per month