



Rozanne Devona

What job i'm looking for? My positive points

I wish to apply for any clerical, admin, secretarial or office positions available at the company.

I have my N4, N5 and N6 qualification as a Management assistant. I have experience as a customer service consultant, I have experience as a receptionist and 5year experience in the admin department. I have excellent computer practice and computer typing skill, good communication and interpersonal skills.

I have experience in general office duties such as:

Manual and computer Filing

Typing of letters or any necessary documents; memos, reports, emails and drafts

Taking meeting minutes

Running office errands

Answering phones and taking messages

I know how to work in a team. I am a hard worker and always strive to do more and better. I have the ability to teach and learn. I enjoy working with people and assisting them.

I have the experience to create a efficient and stress free work environment. I believe that I will be a great asset to any company and any position or job that I take on.

Preferred occupation Administrative jobs

Preferred work location Kimberley
Northern Cape

Johannesburg
Gauteng

Contacts and general information about me

Day of birth	1990-06-23 (33 years old)
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Gender Female

Residential location Barkly West
Northern Cape

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 2011.01 iki 2011.07**
Company name Good Hope Private Reserve
You were working at: Receptionists
Occupation Receptionist
What you did at this job position? Answering phones, taking bookings from guests and checking guests and out of the chalets

Working period **nuo 2013.05 iki 2015.04**
Company name 21st Century Life
You were working at: Customer care agent
Occupation Customer service consultant
What you did at this job position? Receiving and handling of enquiries and queries, taking phone calls, updating client information on system, capturing of data

Working period **nuo 2015.08 iki 2019.04**
Company name Granite Tactical Response
You were working at: Guards
Occupation Admin Clerks
What you did at this job position? General office duties, filing, handling of all office equipments and checking them in and out, drafting weekly reports and timesheet, opening up files for new employees, handling of all employees leave forms

Education

Educational period **nuo 2009.01 iki 2010.06**
Degree Certificate
Educational institution Northern Cape Urband FET College
Educational qualification Management Assistant

Languages

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

Computer knowledge

MS Excel

Ms Power Point

Computer Typing
Recommendations

Ms Word

Contact person	Christopher Minnies
Occupation	Manager
Company	Granite Tactical Response
Telephone number	0747245515
Email address	Christopherminnie@gmail.com

Contact person	Beverley Alwyn
Occupation	Claims Manager
Company	21st Century Life
Telephone number	0837392019

Additional information

Your hobbies	I enjoy baking Doing research for anything Playing puzzle games Singing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-08-00 (6 years)
Salary you wish	R8000 R per month