



Jennifer Michaels

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am currently unemployed, availability for immediate appointment in any Administration, Reception, Customer Service positions. I'm very flexible and a quick learner. I am self disciplined, punctual and always make an effort to do more in my work place. I work well in a team but I can work well on my own if I need to. I enjoy working in an office environment. I don't have a problem work over time if need be.

Preferred occupation

Receptionist
Administrative jobs

Filing clerk
Administrative jobs

Secretaries
Administrative jobs

Preferred work location

Port Elizabeth
Eastern Cape

Contacts and general information about me

Day of birth

1984-12-29 (41 years old)

Gender

Female

Residential location

Port Elizabeth
Eastern 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 2019.02 iki 2020.10

Company name

Camelot Spa

You were working at:

Receptionist

Occupation

Reception

What you did at this job position? Reception & All Administration

Education

Educational period	nuo 1999.01 iki 2003.12
Degree	Grade 12 / Matric
Educational institution	Brandwag High School
Educational qualification	Matric
I could work	08:00 until 18:00

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Computer literate

Micro Soft Word

Additional information

Driver licenses	B Light Vehicle \leq 3,500kg
Driver license from	2011-02-00 (15 years)
Salary you wish	8000- R per month
How much do you earn now	7000- R per month