Elizabeth Nesele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist - Perform general office duties, Welcoming guest, answering calls, filling and printing, update employees detail by completing labour law document - engagement pack and declaration forms, capturing employees information induction and medical and training certificate. updating delivery note, assist with diesel tank sheets etc.

Office cleaner - Performing cleaning duties.

Tea lady - Preparing tea for client and guest and food for office staff.

Need a chance to prove myself to my employers by serving them for 3 Months Period.

Preferred occupation	Other jobs
	Other jobs

Contacts and general information about me

Gender	Female
Residential location	Kimberley
	Northern Cape
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 2017.05 iki 2021.03**
Company name	Robson Civils & Rental (PTY) LTD
You were working at:	Receptionist
Occupation	Office Assistant and Cleaner

Education

Degree	Grade 12 / Matric
Educational institution	Mogomotsi High School
Educational qualification	Certificate
I could work	yes

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

Microsoft Office

Microsoft Outlook

Microsoft Word

Microsoft Excel

Conferences, seminars

IQ Academy

Office Administration Course

2020-2021

Office Administration Certificate

VJP Security Academy

Security Office

2017- Renewal

Sira Certificate

Recommendations

Contact person	Andreas Odendaal
Occupation	Accountant
Company	Robson Civils & Rental (PTY) LTD
Telephone number	0662850590
Email address	info@robcivils.co.za

Additional information

Your hobbies	Read News paper Cooking
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	5000 R per month