



Ruchida Felenchia Nel

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have very good communication skills, can work under pressure, team orientated, but can also work on my own, eager to learn new things. I am a very committed person. I really want to reach my targets so I will do anything in my power to reach my daily targets. I have matric plus a diploma in Management Assistant. I have experience in my field 4 years. I am really looking for a job at the moment not any job but a permanent one. I am looking for any administrative position. I believe in myself that I can make a positive contribution to any environment where ever I will be placed

I really hope to hear from you soon

Preferred work location Kathu
Northern Cape

Contacts and general information about me

Day of birth	1995-08-04 (30 years old)
Gender	Male
Residential location	Kathu Northern Cape
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

Working period	from 2016.06 to 2016.06
Company name	DEPARTMENT OF EDUCATION
You were working at:	HR intern
Occupation	INTERN
What you did at this job position?	ADMINISTRATION FOR THE DEPUTY DIRECTOR

Education

Educational period	iki 2018.02
Degree	Diploma
Educational institution	NCRTVET COLLEGE
Educational qualification	MANAGEMENT ASSISTANT
I could work	AS A PERSONEL ASSISTANT , ADMINISTRATION DUTIES

Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	good	good	do not know

Computer knowledge

I CAN WORK ON EXCEL, WORD , POWERPOINT, OFFICE.

Conferences, seminars

I HAVE A CERTIFICATE IN PERSAL

Recommendations

Contact person	PETUNIA MEDICAN
Occupation	PERSONEL OFFICER
Company	DEPARTMENT OF EDUCATION
Telephone number	0822323081
Email address	PETUNIAMEDICAN@GMAIL.COM

Additional information

Your hobbies	DANCING WHATCHING TV
Driver licenses	None
Salary you wish	12 000 R per month