

Yolla Nidia Freestone

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any Receptionist, Admin clerk or Data Capturer vacancy. I am unemployed at the moment and can start immediately. I am hard working, always on time, I will work overtime if I need to, I can function under pressure. I have my own transport. I am divorced and have a 20 year old daughter who is studying.

Preferred occupation Receptionist

Administrative jobs

Preferred work location Bloemfontein

Free State

Contacts and general information about me

Day of birth 1973-11-20 (52 years old)

Gender Female

Residential location Bloemfontein

Free State

Telephone number Information is available only for registered users.

Sign in

Sign in

Work experience

Working period nuo 2015.11 iki 2020.12

Company name IQVIA (pharmaceutical company)

You were working at: Receptionist

Occupation Receptionist/Supervisor

Working period **nuo 2014.04 iki 2015.03**

Company name IMPERIAL GM

You were working at: Data capturers

Occupation Data Capturer

Working period nuo 2010.04 iki 2013.04

Company name University of the Freestate

You were working at: Data capturers

Occupation Typist

Education

Educational period iki 1993.12

Degree Grade 12 / Matric

Educational institution Heatherdale Secondary School

Languages

Language Speaking level Understanding level Writing level

English good good good Afrikaans good good good

Computer knowledge

Introduction to Windows

Introduction to Computers

Windows 2010

Excel 2010

Telephone Etiquette & Frontline Reception Skills

Secretarial Course

Personal Assistant Course

Recommendations

Contact person Etienne van Dyk

Occupation Facilities Manager

Company IQVIA

Telephone number 051-4015326 or 0726102762

Email address Etienne.vandyk@iqvia.com

Contact person Claudia Mofolo

Occupation Typist

Company Pelonomi Hospital

Telephone number 051-4051913 or 0746619122

Additional information

Your hobbies Watching movies

Cooking Baking

Going for a walk

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2020-12-00 (5 years)
Salary you wish R20000 R per month

How much do you earn now ---- R per month