



# Heinrich Albert Daniels

## Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am an honest hard-working individual seeking any online administrative vacancy which will allow me to utilize my proficient typing skills. I am goal-driven, work accurately and enjoy pressurized environments. In addition, I honest, of sober habits and always strive to be the best in any task I undertake.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Call Centre agent Administrative jobs
	Cape Town Western Cape

## **Contacts and general information about me**

Day of birth	1984-05-26 (41 years old)
Gender	Male
Residential location	<b>Northern Suburbs</b> Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2009.01 iki 2021.05**

Company name AJ's Rapid Shuttle Service

You were working at: Administrators

Occupation Administrator

What you did at this job position? Filing bookings; compiling invoices and liaising with clients

## Education

Educational period	<b>nuo 1997.01 iki 2001.12</b>
Degree	Grade 12 / Matric
Educational institution	Bernadino Heights High School
Educational qualification	Matric
I could work	Immediately

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

### **Computer knowledge**

Microsoft Word, Excel, PowerPoint, Outlook

### **Recommendations**

Contact person	Adriaan Jochems
Occupation	Owner
Company	AJ's Rapid Shuttle Service
Telephone number	0215930820
Email address	tiaanjacobs1980@gmail.com

### **Additional information**

Your hobbies	Socialising Watching most sport Arranging, teaching and performing music
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	250 R per month