



# Nikita Whittaker

Curriculum Vitae (CV)

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

I am an outgoing person, easily get along with everyone. My main skills is Microsoft Excel, Word, Powerpoint, Access and HTML.

I am always eager to learn and seek new opportunities to gain more work experiences.

Preferred occupation	Administrators Administrative jobs
	Sales administartor Sales jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	2001-08-18 (24 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2020.03 iki 2020.07</b>
Company name	Corporate Technical Services (CTS)
You were working at:	Administrators
Occupation	Admin
What you did at this job position?	Filing, Microsoft work and quickbooks

## Education

Educational period	<b>nuo 2015.01 iki 2019.12</b>
Degree	Grade 12 / Matric
Educational institution	Allen Glen High School
Educational qualification	Diploma

#### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	very good

#### Computer knowledge

Microsoft Excel, Word, Access, PowerPoint, HTML and Quickbooks

#### Additional information

Driver licenses	None
Salary you wish	5000-6000 R per month
How much do you earn now	5500 R per month