

Noleen Viljoen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

To obtain a job that will challenge me and allow me to use my skills and experience that will be beneficial to my employer and allow for future growth.

Preferred occupation work for home ads

Ads, marketing jobs

Preferred work location East Rand

Gauteng

Contacts and general information about me

Day of birth 1987-06-04 (38 years old)

Gender Female

Residential location East Rand

Gauteng

Telephone number Information is available only for registered users.

Sign in

Sign in

Work experience

Working period **nuo 2021.06 iki 2021.07**

Company name secureu

You were working at: Sales consultant

Occupation telesales

What you did at this job position? phoning and making appointment for sales reps

Working period **nuo 2019.11 iki 2020.10**

Company name madhlopa and thenga

You were working at: Debtors clerk
Occupation query clerk

What you did at this job position? Answer and direct phone calls Carry out administrative duties

such as filing, typing, copying, binding, scanning etc. Provide general support to visitors Provide information by answering queries and requests Prepare and monitor statements and

payments for company Minute of Meetings - City of

Johannesburg

Working period **nuo 2014.03 iki 2014.10**

Company name cir property sulotions

You were working at: Debtors clerk

Occupation admin clerk

What you did at this job position? Answering and directing phone calls to relevant staff Taking

notes and minutes in meetings Develop and maintain a filing system Provide general support to visitors and information by answering questions and requests Generate statements an

payments

Working period **nuo 2011.03 iki 2013.11**

Company name t s legal services

You were working at: Administrators

Occupation admin clerk

What you did at this job position? Doing administrative and clerical tasks (such as scanning or

printing) Answering phone calls and taking messages Recording meeting minutes Responsible for statements and

payments

Working period **nuo 2010.08 iki 2011.03**

Company name krb law

You were working at: Administrators

Occupation admin clerk

What you did at this job position? Management of Deceased and Liquidations Clearance figures

Assists with administrative support including solving of queries

Education

Educational period **nuo 2000.01 iki 2005.12**

Degree Grade 12 / Matric

Educational institution protea school

Educational qualification grade 12
I could work grade 12

Languages

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

Computer knowledge

Microsoft Office Suite SAP, Venus, Voyager, Tallyman and Morpheus

Conferences, seminars

none

Additional information

Your hobbies arts and crafts

Driver licenses None

Salary you wish 15000 R per month

How much do you earn now 8000 R per month