



Kyla Jamneck

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm an ambitious and dedicated professional with a dependable track record and a proven commitment to delivering the highest level of administrative support.

My professional expertise lies in coordinating and leading administrative and operational functions for senior-level staff and department heads.

I am very interested in pursuing a career in an administrative position, as well as to grow and further myself in the corporate world and work hard in order to reach the goals which I have set for myself and hope to accomplish.

I am bilingual and very comfortable in both Afrikaans & English.

I have a can-do attitude, and a passion for self-improvement

I am flexible and experienced with excellent time management skills, good communication skills and interpersonal skills.

I deal with problems in a resourceful manner and use my negotiating skills to achieve a beneficial agreement for all involved.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Bloemfontein Free State

Contacts and general information about me

Day of birth	1994-03-11 (31 years old)
Gender	Female
Residential location	Bloemfontein Free State
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 **nuo 2014.04 iki 2020.07**

Company name NBA Studio Architechts

You were working at: Architects, designers

Occupation Administrative assistant

What you did at this job position? Overseeing the scheduling for multiple directors. → Meeting coordination, Calendar management and travel arrangements. → Monthly reconciliation and keeping track of Debtors and Creditors. → Staff payroll and overall general bookkeeping. → Detail orientated maintenance of all records. → Ensuring operation and maintenance of office equipment and maintaining stock of all necessary office supplies.

Education

Educational period **nuo 2000.01 iki 2012.10**

Degree Grade 12 / Matric

Educational institution Eunice Girls High

Educational qualification Matric

Languages

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

Computer knowledge

Microsoft office suite

Adobe

Additional information

Driver licenses B Light Vehicle ≤ 3,500kg

Salary you wish 12000 R per month

How much do you earn now 10000 R per month