



Yohen Moonsamy

Curriculum Vitae (CV)

What job i'm looking for? My positive points

To obtain an office/clerical position in which my customer service, personal, clerical, and general office skills will contribute to greater office efficiency and productivity.

I possess great training and knowledge in office administration, I possess good computer skills, I possess good communication skills, I possess great planning and organizational skills and I am good in meeting deadlines.

Preferred occupation

Data capturers
Administrative jobs

Switchboard operator
Administrative jobs

Administrators
Administrative jobs

Operations Clerk
Administrative jobs

Receptionist
Administrative jobs

Cashiers
Retail, store jobs

Shop assistants
Retail, store jobs

Preferred work location

Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth **1990-12-17 (35 years old)**

Gender **Male**

Residential location **Durban City**
KwaZulu-Natal

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period	nuo 2019.12 iki 2019.12
Company name	Lisjord Clean & General
You were working at:	Other jobs
Occupation	Casual Employee
What you did at this job position?	I was a assistant doing servicing of aircons
Working period	nuo 2016.11 iki 2016.11
Company name	Aquawood Factory
You were working at:	Other jobs
Occupation	Aquawood Factory
What you did at this job position?	Quality Checker

Education

Educational period	nuo 2015.04 iki 2015.05
Degree	Certificate
Educational institution	Edkam Management & Training Centre
Educational qualification	Certificate in Office Administration
Educational period	nuo 2014.04 iki 2014.05
Degree	Certificate
Educational institution	Carlton Training Centre
Educational qualification	Certificate in a Cashier & Computer Course
Educational period	nuo 2004.01 iki 2005.12
Degree	Some Schooling
Educational institution	P.R.Pather Secondary School
Educational qualification	Grade 9

Languages

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

Computer knowledge

Introduction to Computers, MS Office Word, Speed Typing, Internet, Email

Conferences, seminars

n/a

Recommendations

Contact person n/a
Occupation n/a
Company n/a
Telephone number n/a

Additional information

Your hobbies Watching movies, listening to music, playing cricket & soccer, and taking long walks
Driver licenses None
Salary you wish 5000 R per month