



Akhona Gaya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- maintaining files
- Typing documents
- Faxing and Laminating
- photocopies and binding documents

Preferred occupation

This is Akhona Reinet Gaya, a vibrant and flexible individual. I am a driven person with potential of working independently or working together with a group of people.

I have obtained a Higher Certificate in Business Management (Nated 6), at the College of Cape Town in Cape Town.

Preferred work location I am currently unemployed, seeking and looking for employment. I have strong communications and listening skills, and I pay strict attention to detail.

I have what it takes to carry out duties and tasks of any interesting and challenging environment. I work well under pressure and have good record keeping skills. I can meet any deadline, provided if

it is given within a fair period as I am able to think on the spot. I enjoy learning new things as I am a

Quick learner.

1998-01-20 (26 years old)

Gender I am also having an ability to communicate efficiently with different people from different

backgrounds and cultures. Working well independently and good team player with the ability of

reaching targets. I also have good verbal and communication skills with at least Three of the South

Telephone number African official languages (IsiXhosa, English and Isizulu). I am also a motivated individual with a

high sense of work ethic and integrity.

Email address

[Sign in](#)

Strengths

Additional information

Salary you wish

R5000 R per month

• Able to work under pressure and pay attention to detail and also confident.

How much do you earn now

0.00 R per month

• Fluent in at least two of the three official Languages in South Africa

• Good verbal and written communication skills and interpersonal skills

• Good Planning and organisational skills and Problem solving

• Good Knowledge of Computer Skills (Microsoft): Word, Excel, Access, Publisher, PowerPoint,

Outlook, Internet, Email

• Etiquette and Ethics

• Manage and reporting

• Teamwork

• Planning and Organizing

• Time Management

• Filing and organizing