



Shareefah Jeyile

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I have strength that help me be successful at what I do, I have a strong work ethic that drives me to meet deadlines well ahead of schedule. I enjoy feeling a sense of accomplishment that comes with doing a job well and on time. I am highly organized, efficient, and proactive. I have good communication skills and work well with different ethnic groups. I deliver high quality work consistently while meeting deadlines and maintaining confidentiality with strict adherence to internal rules and processes and employment law.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1980-10-10 (45 years old)
Gender	Female
Residential location	East Rand Gauteng
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 2022.09 iki 2022.09
Company name	Benoni Primary School
You were working at:	Administrators
Occupation	Admin Assistant

Languages

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

Computer knowledge

Conferences, seminars

N/A

Recommendations

Contact person	Mis S Coopen
Occupation	Supervisor/ Clerk
Company	Benoni Primary School
Telephone number	0732221938
Email address	shareefahj39@gmail.com

Additional information

Your hobbies	Spending time with my kids Taking morning walks Listening to music Swimming Watching Netflix
Salary you wish	6000 R per month