



Anelisa Qundeni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for administration job.

I was working as Admin Assistant at School. I was helping with everything in the absence of secretary. e.g cellphone handling, filling, managing photocopy room, doing PMPS register, writing parents letter, CEMIS, make sure the office is neat and organized, always checking emails, I'm self motivated, priotise my work.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	East London Eastern Cape

Contacts and general information about me

Day of birth	1998-09-24 (27 years old)
Gender	Female
Residential location	East London Eastern Cape
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 2021.04 iki 2022.02
Company name	Masakhane primary school
You were working at:	Receptionists
Occupation	Admin Assistant
What you did at this job position?	Assist with Administration work

Education

Educational period	nuo 2018.01 iki 2020.12
Degree	Certificate
Educational institution	Boland college
Educational qualification	Management Assistant

Educational period	iki 2017.12
Degree	Grade 12 / Matric

Languages

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

Computer knowledge

Word,excel, Access, power point, emails,internet, publisher,

Recommendations

Contact person	Mrs Cweba
Occupation	Principal
Company	Masakhane primary school
Telephone number	0741998024
Email address	masakaneprimingansbaai@gmai.com

Additional information

Salary you wish	10000 R per month
How much do you earn now	N/A R per month