



# Nenadia Werner

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm looking for an opportunity to add value to a company and make a difference. I am dedicated and professional. I follow instructions and rules well. I strive to always deliver the best work to my abilities. I strive to improve and incorporate positive improvements to my work environment. I have strong work ethic and values.

Preferred occupation	Administrators
	Administrative jobs
	Receptionist
Preferred work location	Administrative jobs
	Operations Clerk
	Administrative jobs
	eMakhazeni / Belfast
	Mpumalanga
	Dullstroom
	Mpumalanga
	Middelburg
	Mpumalanga
	Machadodorp
	Mpumalanga

## Contacts and general information about me

Day of birth	1993-06-09 (30 years old)
Gender	Female
Residential location	eMakhazeni / Belfast
	Mpumalanga
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2018.01 iki 2021.06</b>
Company name	Klorman Solutions
You were working at:	Administrators
Occupation	Front desk Administrator
What you did at this job position?	Manage front of house operations with dispatch of goods. Build Customer relationships with good customer service and follow through.

### Education

Educational period	<b>nuo 2007.01 iki 2011.12</b>
Degree	Grade 12 / Matric
Educational institution	Hoërskool Centurion
Educational qualification	Grade 12

### Languages

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

### Computer knowledge

Outlook, Excel, Word, IQ, Beam, Fincon, Canva, Facebook, Instagram, Google Docs,

### Recommendations

Contact person	Tanya Wiseman
Occupation	Operations Manager
Company	Klorman Solution
Telephone number	0849981106
Email address	tanyaw@klorman.co.za

### Additional information

Your hobbies	Reading Novels Diamond dotting Gardening
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2012-06-00 (11 years)
Salary you wish	15000 R per month
How much do you earn now	12000 R per month