



# Sheresse Arends

Curriculum Vitae (CV)

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

I am a hardworking individual, I am always willing to learn. Sheresse is an individual who does not procrastinate I always ensure that a task is in completed in time, I work well under pressure. I have a NQF level 4 certificate in Office Administration, I am good at Microsoft word, Excel, PowerPoint etc.

I work well as an individual but I also do well In team. I am a very friendly person always have a smile on my face. I enjoy interacting with people.

Preferred occupation                      Administrators  
Administrative jobs

Learnership  
Other jobs

Preferred work location                      Gauteng  
  
Bloemfontein  
Free State  
  
Durban City  
KwaZulu-Natal

## Contacts and general information about me

Day of birth                                      1997-04-24 (27 years old)  
Gender    Female  
Residential location                              East Rand  
Gauteng  
Telephone number                              *Information is available only for registered users.*  
[Sign in](#)  
Email address                                      *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period                                      **nuo 2019.03 iki 2019.12**  
Company name                                      Village Events  
You were working at:                              Waiters, waitresses  
What you did at this job position?      I use to take orders from our customers

Working period	<b>nuo 2021.11 iki 2022.08</b>
Company name	Crystal Park High
You were working at:	Aftercare assistant
What you did at this job position?	Ensured that learners were sanitised, made sure working material was always available, helped students with work they did not under

### Education

Educational period	<b>nuo 2017.01 iki 2019.12</b>
Degree	Certificate
Educational institution	Majuba Tvet College
Educational qualification	Office Administration
I could work	At a call centre, as an office assistant, as an administrator

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	good	good	good
Afrikaans	good	good	basic

### Computer knowledge

I have knowledge of Microsoft Office, Photoshop, Excel and etc.

### Recommendations

Contact person	Mr S.B Mazibuko
Occupation	Senior Training Administrator
Company	Bidvest MaCarthy Automative Group
Telephone number	0113148775
Email address	sifisomaz@mcmotor.co.za
Contact person	Ms Riet
Occupation	Educator
Company	Crystal Park High
Telephone number	0837440247

### Additional information

Your hobbies	My hobbies are reading,baking, swimming, hiking
Driver licenses	None
Salary you wish	5000-10000 R per month