



Daniela Duarte

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Organizational and time management skills: managing schedules, coordinating tasks, and prioritizing work. If you possess strong organizational and time management skills, can ensure that operations run smoothly and efficiently.

Attention to detail: handle important documents, such as contracts, reports, and emails. Being detail-oriented is crucial to ensure accuracy, identify errors, and maintain data integrity.

Communication skills: serve as a point of contact for various stakeholders, including clients, employees, and executives. Excellent communication skills, both written and verbal, are essential for effective interactions and conveying information clearly.

Problem-solving abilities: frequently encounter challenges that require quick thinking and problem-solving skills. Your ability to analyze situations, identify solutions, and make sound decisions can contribute to the smooth functioning of the organization.

Adaptability and flexibility: handling diverse tasks, sometimes with shifting priorities.

Demonstrating my ability to adapt to changing circumstances and multitask effectively can be an asset.

Technological proficiency

Preferred occupation Administrators
Administrative jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1996-03-15 (29 years old)

Gender Male

Residential location Johannesburg
Gauteng

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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Additional information

Salary you wish

8000 R per month

How much do you earn now

6000 R per month