



Candice Solomons

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration field

I'm Candice Eleonor Solomons. As per the meaning of my name Candice which means light I bring light to any atmosphere. I'm loyal, driven, time keeper. I'm creative and no amount of pressure scares me. In Feb 2023 I was an International Observer for the Nigerian elections under Pan African Women which have introduced to me to politics on an international level as well as slot of media interviews. Challenges don't scare me and I believe in confronting fear instead of backing off. Maturity plays a role and God given wisdom is an advantage. I have authored 2 books for women with latest launched in Charleston USA as I have been a Co Author. I'm passionate and positive in what I do and loyal at all times, as I believe your character adds value to your potential.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Gauteng

Contacts and general information about me

Gender	Female
Residential location	Johannesburg 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 2016.02 iki 2019.09
Company name	Alert Engine parts known as Motus now
You were working at:	Secretaries
Occupation	Personal Assistant
What you did at this job position?	Capturing of leave, sick leave, overtime etc of employees. Purchasing of company stationery, supplies groceries etc Taking minutes and typing it. Book boardroom for meetings and making sure it's ready and in order. Organising Functions and making travel arrangements for Branch manager. Manning staff in absence of Branch manager.

Working period	nuo 2020.01 iki 2023.06
Company name	Ekaro World
You were working at:	Project manager
Occupation	Manager
What you did at this job position?	Overseer implementation of all projects within Foundation . Planning as well as supervising all projects are done accordingly. Meetings with potential Investors and Sponsors.

Education

Degree	Certificate
Educational institution	Falcon Boston College
Educational qualification	Office Management
Educational period	nuo 2019.01 iki 2019.08
Degree	Certificate
Educational institution	Academy of the York
Educational qualification	Executive Personal Assistant
Educational period	nuo 2019.07 iki 2023.07
Degree	Degree
Educational institution	Immanuel Theological college
Educational qualification	PhD in Evangelism

Languages

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

Additional information

Salary you wish	20000- 25000 R per month
How much do you earn now	15500 R per month