



Keitumetse Cynthia Nyaosa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am applying for the position of administrative clerk. I believe the skills and experience i have to offer in this respect will prove to be considerable.

The experience and skills i have to offer include:

I have extensive experience in performing administrative duties and operation functions required to run a business or company. I have very good communication skills, both written and oral, as well as interpersonal skills. I have basic computing skills, knowledge in the industry standard computer. I have excellent multi-tasking skills and i can organize work on an independent level. I have experience in compiling and maintaining transactions within business, as well as sending out monthly checks. I have excellent teambuilding and interpersonal skills, and i have the ability to fit and blend into a team atmosphere quickly and seamlessly. I also have excellent problem solving, and analytical and decision-making skills.

I would like to take this opportunity to thank you for considering me for this position, and look forward to the chance to expand on my qualification, experience and skills at interview level

Preferred occupation	Volunteer in our organization as Secretary Other jobs
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Contacts and general information about me

Day of birth	1982-10-09 (41 years old)
Gender	Female
Residential location	Johannesburg 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 2007.11 iki 2014.05
Company name	Lewis furniture store
You were working at:	Cashiers
Occupation	Debtors clerk
What you did at this job position?	Data capturing,Cash handling,Administration,Petty cash control,Debtors,Monthly Report,Customer service,Time management,Customer Claims,Transferring and receiving company calls

Education

Educational period	nuo 2018.08 iki 2018.12
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Degree	Certificate
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Educational institution	Richfield
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Educational qualification	Administration Certificate
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I could work	As Office Administration
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Educational period	nuo 2018.08 iki 2019.12
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Degree	Certificate
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Educational institution	Immaculate FET college of Engineering and Commence
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Educational qualification	N6 Chemical Engineering
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I could work	I have only theoretical studies,i dont have practical experience
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Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	good
Setswana	very good	very good	very good
isiZulu	good	good	basic
isiXhosa	good	good	basic
Afrikaans	basic	basic	basic
Sesotho	good	good	basic
Sepedi	basic	good	basic

Computer knowledge

Basic computer knowledge software,windows

Conferences, seminars

Induction credit:18-11-2008

Credit Control and Collections:23-06-2008

Recommendations

Contact person	Ziphorah Mminele
Occupation	Senior clerk
Company	Lewis furniture store
Telephone number	0764310578
Email address	ziphorahmo3@gmail.com

Additional information

Your hobbies	Jogging,Reading,Watching news and Music
Driver licenses	None
Salary you wish	Market related R per month
How much do you earn now	350 R per month