



# Esther Novela

Curriculum Vitae (CV)

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

Admin clerk

A pleasant professional and proficient administrative clerk, Customer service provider who has a record of ensuring things run smoothly behind the scenes of a busy office. I have a methodical and thorough approach to work, and I will go out of my way to maintain an enjoyable and clean working environment. I have experience in of working with general public, both face-to-face and over the telephone and am I'm someone who will always go that extra mile to get things done.

Preferred occupation

Generals  
General jobs

Guards  
Security jobs

Government jobs  
Government jobs

Preferred work location

Other Limpopo  
Limpopo

Middelburg  
Mpumalanga

Hartbeespoort  
North West

## Contacts and general information about me

Day of birth 1982-06-29 (43 years old)

Gender Female

Residential location Giyani  
Limpopo

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 2008.04 iki 2009.05**

Company name Rikhotso Consulting

You were working at: Administrators

Occupation Project administrator

What you did at this job position? Assist project manager in all administration functions, collaborate on project presentation, attend all projects meetings and take notes, foster positive and productive client relationship, monitor invoices

Working period **nuo 2004.06 iki 2005.07**

Company name Department of Economic Development, Environment and Tourism

You were working at: Government jobs

Occupation Admin clerk

What you did at this job position? Filing, answer phone calls, organize and schedule meetings, generate reports, book travel arrangements, order office supplies, prepare and monitor invoices, submit and reconcile expense reports

#### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

#### Computer knowledge

Microsoft office

Microsoft Excel

Microsoft PowerPoint

Internet

Email

#### Recommendations

Contact person Mr Rikhotso kW

Occupation Project manager

Company Rikhotso consulting

Telephone number 0674103113

#### Additional information

Your hobbies Watching TV  
Listening to radio  
Exercises  
Cooking  
Cleaning

Driver licenses EC1 Articulated Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2014-03-00 (11 years)

Salary you wish 10 000 R per month

How much do you earn now 0.00 R per month