



Trudy Pilusa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for any admin vacancies. I have experience in that field with different companies. I am a fast learner and able to cope and work under any pressure.

Preferred occupation	Administrators
	Administrative jobs
	Switchboard operator
	Administrative jobs
	Debtors clerk
	Administrative jobs
	Receptionist
	Administrative jobs
Preferred work location	Virginia
	Free State

Contacts and general information about me

Day of birth	1991-06-20 (32 years old)
Gender	Female
Residential location	Welkom
	Free State
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 2012.06 iki 2014.03
Company name	Monas Business consultants
You were working at:	Secretaries
Occupation	Administrator
What you did at this job position?	Switchboard operator, typing of letters and contracts, invoice capture, applying of tax clearance, ordering and packing of stock, booking and attending of appointments, faxes and copies, filling, treating incoming clients

Working period	nuo 2014.06 iki 2017.06
Company name	Tollys Electrical Construction and installation
You were working at:	Administrators
Occupation	Admin clerk
What you did at this job position?	Switchboard operator, treating incoming emails, data entry, attending meetings, Compiling documents for tenders, site visits

Education

Educational period	nuo 2012.03 iki 2012.10
Degree	Diploma
Educational institution	Pulakgadi Training consulting
Educational qualification	Administration clerk certificate
I could work	As an administrator

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	fluent
Sesotho	fluent	fluent	fluent

Computer knowledge

Keyboard skills, MS Word, excell, PowerPoint, internet and email

Recommendations

Contact person	Mrs Saul
Occupation	Part owner
Company	Tollys Electrical Construction and installation
Telephone number	0633358999

Additional information

Your hobbies	I love reading and jogging
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	350 R per month