



Aney April

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative work.

I am friendly, highly goal driven, work oriented and open to learn. I can work under pressure. I have a positive attitude and love to work with people.

Preferred occupation Administrators
Administrative jobs

Preferred work location Upington
Northern Cape

Contacts and general information about me

Day of birth 1991-06-13 (32 years old)

Gender Female

Residential location Upington
Northern Cape

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2013.02 iki 2017.08**

Company name Golden Rewards

You were working at: Aftercare assistant

Occupation Assistant

What you did at this job position? Assisting the little ones

Working period **nuo 2018.02 iki 2023**

Company name EDB FUNERAL SERVICES

You were working at: Administrators

Occupation Admin Clark

What you did at this job position? Receiving and sending of emails, handling of claims, data capturing, designing of program layouts, scanning of files, handling confidential information, and sales.

Education

Educational period	nuo 2005.12 iki 2009.12
Degree	Grade 12 / Matric
Educational institution	Secondary School Saul Damon
Educational qualification	Grade 12 Matric

Languages

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

Computer knowledge

MS Word
MS Excel
MS Publisher
MS Outlook

Recommendations

Contact person	Lionel Losper
Occupation	Office Manager
Company	EDB FUNERAL SERVICES
Telephone number	0824430360
Email address	edbbegrafnis@gmail.com

Contact person	Francis Beukes
Occupation	Owner
Company	Golden Rewards
Telephone number	0722773610

Additional information

Your hobbies	Reading Music
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	5000 R per month