



Michaela Conroy

Curriculum Vitae (CV)

What job i'm looking for? My positive points

To whom it may concern

I recently completed my internship for my safety in society course and also finished my course in Public Mangement June of last year. Therefore, I feel I can be a great contribution to any company as I am hardworking, well behaved and participating and I feel my knowledge in Public Finance is great for the role I am applying for as well as the experience as a cashier as I have worked with money. I consider myself to be self-directed, ambitious and well-motivated. My strong qualities include a pleasant and friendly personality, good listening skills, a natural humility and respects for authority. I also completed a CISCO certificate which qualifies me in computer literacy.

If necessary, I am available for an interview at any time.

Sincerely

Michaela Conroy

Preferred occupation Administrators
Administrative jobs

Preferred work location Port Elizabeth
Eastern Cape

Contacts and general information about me

Day of birth	1997-11-12 (28 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
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 2022.10 iki 2023.10
Company name	South African Police Service
You were working at:	Administrators
Occupation	Administrative Intern
What you did at this job position?	Administration duties, answering calls, sending and checking emails, assisted walk-in clients, certification of documents, docket filing.

Education

Educational period	nuo 2022.02 iki 2023.06
Degree	Diploma
Educational institution	P.E college/ Dower campus
Educational qualification	Public Management
I could work	Administration/ Finance

Languages

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

Computer knowledge

Microsoft Office, PowerPoint, Excel

Recommendations

Contact person	Adriaan Knoetze
Occupation	Warrant Officer
Company	South African Police Service
Telephone number	0414043064

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2022-06-00 (3 years)
Salary you wish	8000 R per month