



Madeline Nel

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a stable income working from home as I'm a mother of two children.

I worked for attorneys from 2013 till 2017 we relocated from North West to Mpumalanga.

My children are more independent now which makes it easy for me to work now.

I love to communicate with people.

I'm very motivated and have a passion for my work I don't just do the tasks that's given to me when

I'm done with my task I will find something els that I can assist with or do.

I put effort into my work. I work fast but neatly.

Preferred occupation	Secretaries Administrative jobs
	Typist Law, legal jobs
Preferred work location	Lydenburg Mpumalanga

Contacts and general information about me

Day of birth	1990-08-29 (35 years old)
Gender	Female
Residential location	Lydenburg Mpumalanga
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 2008.12 iki 2012.08
Company name	Orkney Golf Club Pro Shop
You were working at:	Salesperson
What you did at this job position?	Selling of golf equipment and booking of golf tournaments

Working period **nuo 2013.09 iki 2017.09**
 Company name Hannes van Wyk Attorneys
 You were working at: Lawyers
 Occupation Typist
 What you did at this job position? I started at receptionist answering of calls making copies managing appointments then I go promotion to typist for junior lawyer: typing of letters drafting account statements drafting legal documents filing dealing with client on daily basis I also assisted the bookkeeper when she was ill or not available that day. Paying of staff UIF payments paying of clients etc

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

I had typing in high school which changed to computer science. I have knowledge in the following
 Word
 Excel
 PowerPoint
 Emails
 And Google

Additional information

Driver licenses B Light Vehicle ≤ 3,500kg
 Driver license from 2010-02-00 (16 years)
 Salary you wish 15000 R per month