



# 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 *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 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	<b>nuo 2013.09 iki 2017.09</b>
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**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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 $\leq$ 3,500kg
Driver license from	2010-02-00 (16 years)
Salary you wish	15000 R per month