

Kimera Ponnan

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Hi Sir/Mam

I would love to be a part of your company. I have studied basic administrative office training, early childhood development and had first aid training. I have had experience as a junior receptionist as my job responsibilities were drawing up notices for inquiries, warnings and dismissals, as well as filing, archiving and answering calls. I was also a personal assistant to veenas bakery. I can start immediately whenever you want me

Preferred occupation Receptionist
 Administrative jobs

Contacts and general information about me

Day of birth 1999-01-08 (27 years old)

Residential location Durban City
KwaZulu-Natal

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

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

Additional information

Salary you wish R6000 R per month