



Kayleen Lottering

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administrator/secretarial positions where I am able to fully express my potential in this field in order to create an efficient and effective day to day smooth operations. I pride myself in the work that I do as I have built a solid 13 year reputation of not only being able to fulfil my duties, furthermore to vocationally adhere to other tasks to further my skillset

Preferred occupation Administrators
Administrative jobs

Preferred work location Port Elizabeth
Eastern Cape

Contacts and general information about me

Day of birth 1992-07-13 (33 years old)

Gender Female

Residential location Port Elizabeth
Eastern 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 2021.05 iki 2024.05**

Company name SMD Telecommunications

You were working at: Engineers

Occupation Administrator

What you did at this job position? Receptionist/Finance/Logistics/Social Media/Graphics design

Education

Educational period **iki 2019.06**

Degree Diploma

Educational institution Alison E Learning

Educational qualification Diploma in Public Relations

I could work No

Educational period	nuo 2011.01 iki 2012.12
Degree	Diploma
Educational institution	Varsity College
Educational qualification	Diploma in Public Relations
I could work	Only internship

Languages

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

Computer knowledge

I am well acquainted with the complete Microsoft office suite as well as Microsoft 365 basic. General Information technology hardware (free course completed through Cisco Networking academy)

Conferences, seminars

N/A

Recommendations

Contact person	Maureen Smit
Occupation	Head of Administrators
Company	SMD Telecommunications
Telephone number	+27 (0) 83 302 9428
Email address	maureen.smit@smd-marine.com
Contact person	Neil Campher
Occupation	Managing Director
Company	CS Innovations
Telephone number	+27(0)82 994 1023
Email address	neil@csinnovations.co.za

Additional information

Your hobbies	Reading, fitness, dancing, gardening, woodwork. (Please note: Drivers license date in June 2024)
Driver licenses	None
Salary you wish	11000+ R per month
How much do you earn now	9050 R per month