



Nicole Oliver

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am hardworking, i can work well individually as well as in groups.

my strengths are multitasking in a work environment.

my weakness is going into panic when errors are being made but i maintain a level head

regardless, i believe that our mistakes are learning curs and only pushes us to strive to almost perfection

i love learning new things and always am up for a challenge.

I think i should be be the perfect fit because I'm authentic, bubbly and understanding, WHAT YOU SEE IS WHAT YOU GET.

Preferred occupation Personal assistant
Administrative jobs

Preferred work location Gauteng

Contacts and general information about me

Day of birth 1988-01-27 (37 years old)

Gender Female

Residential location West Rand
Gauteng

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 2013.01 iki 2015.03**

Company name Wisdom Keys Group Pty Ltd

You were working at: Switchboard operator

Occupation Receptionist

What you did at this job position? Filing, P.O, Stationery and diary management, taking and making calls

Working period **nuo 2015.04 iki 2022.02**

Company name AVF Holdings Pty Ltd

You were working at: Secretaries

Occupation Personal Assistant

What you did at this job position? Diary management, office supply management (Stationery, groceries) switchboard operator, filing, copying, research on projects when needed, managing office drivers and staff, staff register, travel arrangement for the director

Working period **nuo 2023.01 iki 2023.12**

Company name Edu-Build Shelton Institute (Roodepoort Campus)

You were working at: Other jobs

Occupation Student profile administrator

What you did at this job position? create student profiles, gathering information to compile profiles, photocopying, printing assessing and moderating activity files

Education

Educational period **nuo 2006.02 iki 2008.08**

Degree Diploma

Educational institution Damelin Braamfontein Campus

Educational qualification Diploma in Retail Travel

I could work none

Languages

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

Computer knowledge

Windows,

Microsoft office suits

Adobe

Additional information

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2009-08-00 (16 years)

Salary you wish 25000 R per month

How much do you earn now 20000 R per month