



# Joy Ratshili

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Seeking a role in fast-paced, innovative company where proficiency in streaming office operation will be valued. Paying attention to detail and improving quality of work is one of my best qualities. I am a hard worker and ready for any opportunity that comes my way.

### Critical Performance Areas

- Using ITS system to register students.
- Proficient in Microsoft Office suite, including word, OneNote, spreadsheet, excel and power point.
- maintain computerized and paper work.
- Answering emails and requires by clients.
- Provide note-taking and record-keeping support during meetings
- Answering client and helping with their problems.
- Replace office supplies to ensure uninterrupted office activities.
- Prepare and submit reports, presentations and proposals as needed.
- Handling students on day to day, printing results, capturing results on ITS

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | Western Cape                          |

## Contacts and general information about me

|                      |  |
|----------------------|--|
| Day of birth         | 1999-10-13 (26 years old)  |
| Gender               | Female   |
| Residential location | Cape Town<br>Western Cape  |
| Telephone number     | Information is available only for registered users.<br><a href="#">Sign in</a> |
| Email address        | Information is available only for registered users.<br><a href="#">Sign in</a> |