



# Gina Santana

Curriculum Vitae (CV)

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

Looking to do freelance typing jobs full time

im a great and fast typist iv worked on computers before and iv studied them

Preferred occupation	Other jobs
Preferred work location	West Suburbs KwaZulu-Natal

## Contacts and general information about me

Day of birth	1990-01-19 (35 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2022.01 iki 2025.01</b>
Company name	MW Civils
You were working at:	Administrators
Occupation	admin assistant
What you did at this job position?	typing, admin support, filling, answering phones, quotes, invoicing

## Education

Degree	Grade 9
Educational institution	EDC Computers
Educational qualification	computers and typing
I could work	typing

## Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

### Computer knowledge

Typing  
 MS Word  
 MS Powerpoint  
 MS Excel  
 MS Office  
 Emails  
 Letters

### Recommendations

Contact person	Receptionist/ Secretary
Company	MW Civils

### Additional information

Your hobbies	fixing up furniture painting being with my family
Driver licenses	B Light Vehicle ≤ 3,500kg
Salary you wish	20 000 R per month
How much do you earn now	10 000 R per month