



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 (36 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2022.01 iki 2025.01
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