



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

Contacts and general information about me

Day of birth 1990-01-19 (36 years old)

Residential location Durban City
KwaZulu-Natal

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.* [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 \leq 3,500kg
Salary you wish	20 000 R per month
How much do you earn now	10 000 R per month