



# Nadia Myburgh

Curriculum Vitae (CV)

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

I am looking mostly for data capturing as stated in the occupation sector. I enjoy a challenge and can work alone or with a team. I am able to work under pressure. I enjoy travelling. I am able to multi task if need be.

Trust this will suffice.

Thanking you for the opportunity which you have afforded me.

Regards

Nadia Myburgh

Preferred occupation	Administrative jobs
Preferred work location	Helderberg Western Cape

## Contacts and general information about me

Day of birth	1974-07-15 (51 years old)
Gender	Female
Residential location	Helderberg Western Cape
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 2013.04 iki 2016.04</b>
Company name	Isringhausen SA
You were working at:	Administrators
Occupation	Receptionist/ dispatch clerk/ logistics assistant
What you did at this job position?	despatching of goods, sending of goods, data capturing, answering of telephone, etc

## Education

Educational period	<b>nuo 1987.01 iki 1991.11</b>
Degree	Grade 12 / Matric
Educational institution	Greenpoint Senior Secondary School
Educational period	<b>nuo 1992.01 iki 1992.12</b>
Degree	Certificate
Educational institution	Damelin College
I could work	reception/administrative

## Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

## Computer knowledge

Wordperfect/ excel/ Microsoft emails, adobe

## Recommendations

Contact person	Marie Schultz
Occupation	manageress
Company	NFB Insurance Brokers
Telephone number	043 7352000
Email address	mschutz@nfbst.co.za

## Additional information

Your hobbies	Reading, watching movies, playing soccer with my son.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2004-07-00 (21 years)
Salary you wish	13k R per month