



Clara Masina

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am hard working part time student at boston city college studying certified technical financial accounting , with proven skills in microsoft word, power point, excel and basic knowledge in pastel.

My study environment has equipped me with skills of keeping time, working under pressure and completing task without supervision.

I pay attention to details, friendly, love working with people and providing good services.

seeking to apply my abilities to fill the role in your company and help your company achieve its goals.

Preferred occupation

Administrators

Administrative jobs

Cashiers

Retail, store jobs

Jobs for students

Student jobs

Other jobs

Other jobs

Receptionists

Hotel jobs

Banking

Finance jobs

Preferred work location

ekurhuleni

Gauteng

Johannesburg

Gauteng

East Rand

Gauteng

Pretoria / Tshwane

Gauteng

Contacts and general information about me

Day of birth

1991-10-08 (34 years old)

Gender	Female
Residential location	Johannesburg Gauteng
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 2015.02 iki 2015.05
Company name	the workforce group
You were working at:	Other jobs
Occupation	stock take and packaging
What you did at this job position?	i was doing stocktaking in retail shops and packanging.
Working period	nuo 2016.01 iki 2016.06
Company name	lady million beauty salon
You were working at:	Barbers, hairdressers
Occupation	assistant
What you did at this job position?	booking customers appointment ,welcoming clients, preparing refreshments and keeping the salon clean amd organised

Education

Educational period	nuo 2013.02 iki 2016.12
Degree	Diploma
Educational institution	Boston city college
Educational qualification	certified technical financial accounting
I could work	at financial institution, warehouse, goverment institution, companies

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	fluent
isiZulu	fluent	fluent	fluent

Computer knowledge

microsoft word, excel, power point and pastel .

Additional information

Your hobbies	reading, completing puzzles and participating in sports.
Driver licenses	None
Salary you wish	5000 R per month