



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 (32 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 |