



Amanda Naude

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Urgently need a job in admin, reception, switchboard but I will do any office work . I am a caring friendly, person who always want to learn something new, who also like to take care of old people that is a strong point of mine. Client service is very important and feedback to clients. Since 2011 and 2013 I have been looking after my in laws .I got a daughter in Grade 11 and I need this work because there is no other income.

Preferred occupation	Administrators
	Administrative jobs
	switchboard operator
	Administrative jobs
	Cashiers
	Retail, store jobs
	Shop assistants
	Retail, store jobs
	catering
	Kitchen jobs
Preferred work location	Pretoria / Tshwane
	Gauteng

Contacts and general information about me

Day of birth	1985-06-16 (40 years old)
Gender	Female
Residential location	Pretoria / Tshwane
	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 2013.10 iki 2016.02**
 Company name Maryna Kontrei Kobuis taken over by Fedics in 2015
 You were working at: Waiters, waitresses
 Occupation Catering Assistant
 What you did at this job position? Retirement Village - dealing with the kichen staff and assist elderly people

Working period **nuo 2009.03 iki 2010.04**
 Company name Absa Financial.
 You were working at: Telemarketers
 Occupation Admin Life Insurance
 What you did at this job position? Admin and contact of customers for Life Insurance

Working period **nuo 1991.05 iki 2003.04**
 Company name Dions
 You were working at: Cashiers
 Occupation Cashier, Supervisor, Switchboard Operator and Cash Office
 What you did at this job position? Dealing with client and frontline staff

Education

Educational period **nuo 1978.01 iki 1983.12**
 Degree Grade 10
 Educational institution High School "Die Anker"
 Educational qualification Grade 10
 I could work Hard , Quick and do it right the first time

Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	good	good	good
English	basic	good	basic

Computer knowledge

Windows, Microsoft Office but I am eager to learn.

Conferences, seminars

1984 - Framesi SA Top Stylist
 1991 - Dions Customers Service Skills, Cashiers and Switchboard.
 2009 - Sanlam Life Insurances

Recommendations

Contact person	Mrs Kariena Thirion
Occupation	Owner
Company	Mozaert Academy
Telephone number	083 659 8278
Email address	naudemc68@gmail.com

Additional information

Your hobbies	Reading Outdoor life Fun Walks Cooking
Driver licenses	None
Salary you wish	5500 R per month