



Nikki Sampson

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Advanced microsoft excel skills

Preferred occupation	Secretaries Administrative jobs
	Administrators Administrative jobs
Preferred work location	Port Elizabeth Eastern Cape

Contacts and general information about me

Day of birth	1975-06-22 (50 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
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 2010.12 iki 2016
Company name	Shoprite Checkers
You were working at:	Secretaries
Occupation	Retail Analyst /Secretary
What you did at this job position?	Analytical Statistics (Stock, Sales and Budgeting) Secretarial and Personal Assistant functions

Education

Educational period	nuo 1988.01 iki 1992.10
Degree	Grade 12 / Matric
Educational institution	Westering High School
Educational qualification	Matriculated grade 12

Languages

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

Computer knowledge

Microsoft Outlook and Microsoft Outlook Express
 Microsoft Word,
 Microsoft Excel (VERY competent),
 Microsoft Power Point
 Micrografx Windows Draw
 Microsoft Publisher
 Microsoft Photo Editor
 Microsoft Paint
 Microsoft Greetings 2000
 Em@x Lite
 Telnet / Netterm (In-house package)
 Winfax Pro
 MGI Photo Suite II
 Printshop Studio II & Printshop Delux
 iSX Terminal Emulator - Computer package used to update switchboard programming, barring codes, speed dials etc.
 Termem 1 terminal emulator- (Computer package used to monitor telephone usage)
 Internet Explorer
 Cognos Upfront Powerplay Manager, Cognos Web Explorer & Cognos Customer
 Epson Smart Panel Scanner.
 Visual FoxPro
 Accpac
 ProClarity
 SAP

Conferences, seminars

Course Attended: Microsoft Excel - Intermediate

Institution: New Horizons Computer Learning Center May 2001

Course Attended: Microsoft Excel - Advanced

Institution: People Skills (Ex. JHB) July 1995

Additional information

Course Attended: "Understanding the Customer"
Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 1994-01-00 (32 years)

Institution: The Computer School October 1998

Salary you wish 11000 R per month

Course Attended: Microsoft Excel - Beginners/Intermediate
How much do you earn now 10700 R per month

Institution: New Horizons Computer Learning Center April 2001