



Clarissa Van Der Merwe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I enjoy doing Admin work but as I am creative and did a year of Drafting., I am a very punctual person and do not enjoy running late. I am quiet and reserved in large groups but in smaller groups and one on one I am comfortable. I am a fast learner helped my father in his business with banking, emails and general admin functions. I have an above average knowledge of the English Language. I have a licence and my own car.

| | |
|-------------------------|------------------------------------|
| Preferred occupation | Secretaries Administrative jobs |
| Preferred work location | East Rand Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1997-12-13 (27 years old) |
| Gender | Female |
| Residential location | East Rand 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 2015.10 iki 2016.03 |
| Company name | Caves (now Hamleys) |
| You were working at: | Shop assistants |
| Working period | nuo 2014.01 iki 2016.11 |
| Company name | Jukebox Hire |
| You were working at: | Administrators |

Education

| | |
|-------------------------|--------------------------------|
| Educational period | nuo 2011.01 iki 2015.11 |
| Degree | Grade 12 / Matric |
| Educational institution | H/S Dr. E.G. Jansen |

| | |
|---------------------------|---|
| Educational period | nuo 2016.02 iki 2016.01 |
| Degree | Certificate |
| Educational institution | CTU Training Solutions |
| Educational qualification | qualified AutoCAD User, qualified Revit User, qualified Inventor User |
| I could work | Draftsman |

Languages

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

Computer knowledge

Microsoft :

Adobe

Word

Exel

Power Point

Outlook

AutoDesk:

Revit

Inventor

AutoCAD

Recommendations

| | |
|------------------|-----------------------|
| Contact person | Francois |
| Occupation | Owner at Jukebox Hire |
| Company | Jukebox Hire |
| Telephone number | 0725083728 |
| Email address | sales@jukes.co.za |

Additional information

| | |
|--------------------------|----------------------------|
| Your hobbies | Reading Baking |
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 2016-03-00 (9 years) |
| Salary you wish | 7000 R per month |
| How much do you earn now | 0 (unemployed) R per month |