



# Inger Moolman

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am looking for an administration or a personal assistant job to start out with. I have recently matriculated and passed with a bachelors. I applied to tertiary institutions but haven't gotten an answer yet due to the fees must fall interruption which took place last year (2016). So now I am looking to gain some knowledge and work experience for the year and maybe study part time. I am trustworthy, hard-working and I work good and effectively in groups. I work good under pressure and I like to learn new and more things I am a person with lots of ethics. I am not disrespectful and neither am I lazy. I am energetic, full of energy and always do what's expected of me no matter the work load. I would loved to be hired to work at any place as I adjust and adapt quickly and any business/company won't regret having me.

Preferred occupation	Secretaries
	Administrative jobs
	Project managers
	Management, human resources jobs
Preferred work location	Cape Town
	Western Cape

## Contacts and general information about me

Day of birth	1998-02-07 (27 years old)
Gender	Female
Residential location	Cape Town
	Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Education

Educational period	<b>nuo 2016.12 iki dabar</b>
Educational institution	I-Can Center
Educational qualification	Certificates
I could work	I have understanding on being computer literate and also project management

## Languages

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

## Computer knowledge

I have IC3, which means I have experience on Excel, Microsoft and PowerPoint. I've also before that already taught myself a lot of things and that's how I became computer literate because I have had my own laptop and computer over the years that I've been in High School.

## Conferences, seminars

IC3- At the I-can centre

Project Management- I-can centre/College of Cape Town

## Recommendations

Contact person	Mr L Scholtz
Occupation	Boss
Company	I-can
Telephone number	021 202 0596
Email address	reception@g-citi.org

## Additional information

Your hobbies	<ul style="list-style-type: none"> <li>•I love to read</li> <li>•I love to sing</li> <li>•I like to work with people</li> <li>•I love to be busy with productive things</li> </ul>
Driver licenses	None
Salary you wish	R3500 R per month
How much do you earn now	- R per month