

Edwin Mervyn

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for work in the government sector. I am a friendly ,well mannered person ,who possess excellent communication skills – Both written and verbal. I am organized, efficient and reliable. I am able to perform well under pressure. I enjoy working within a group, but am capable of completing individual tasks. My co-operative and mature demeanour will be invaluable in any position.

- Fully proficient in MS Office: Word, Excel and WMS
- Fully knowledgeable and efficient regarding internet and email
- Very organized, always reliable, consistent and professional work ethic
- Always punctual, and committed to the completion of tasks
- · Excellent problem-solving and negotiation skills
- An extremely fast adapter to any situation and/or system
- Target driven and hardworking
- General administrative functions

Preferred occupation Dispatchers
Administrative jobs

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Day of birth 1972-03-05 (53 years old)

Gender Male

Residential location Cape Town

Western Cape

Telephone number Information is available only for registered users.

<u>Sign in</u>

Email address Information is available only for registered users.

Sign in