



# Krysan Hallett

Curriculum Vitae (CV)

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

I love doing office work and I am great at it.

I am a white female, age 28.

Bubbly, Outgoing, Friendly and absolutely a people's person.

I am your front of house.

Preferred occupation

Administrators  
Administrative jobs

Secretaries  
Administrative jobs

ReceptionistPersonal Assistant  
Administrative jobs

Preferred work location

Roodepoort  
Gauteng

## Contacts and general information about me

Day of birth 1989-08-21 (34 years old)

Gender Female

Residential location West Rand  
Gauteng

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
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## Work experience

Working period **nuo 2014.07 iki 2017.09**

Company name Preschool

You were working at: Administrators

Occupation Office Administrator

What you did at this job position? All handling of school fees, e-mails, phone calls, fundraising, filing

### Education

Educational period	<b>nuo 2004.01 iki 2008.12</b>
Degree	Grade 12 / Matric
Educational institution	Allen Glen High School
Educational qualification	Matric Certificate

### Languages

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

### Computer knowledge

I have knowledge of windows office.

Word

Excel

PowerPoint

My typing is of average standard.

### Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2012-09-00 (11 years)
Salary you wish	R10 000 R per month
How much do you earn now	R10 000 R per month