



Ida Gertruida Jacoba Blake

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am seeking full / part time Office employment, in and around the West Rand, Roodepoort, Florida, Fourways and Surrounding Areas.

Preferred occupation	Administrators Administrative jobs
Preferred work location	West Rand Gauteng

Contacts and general information about me

Day of birth	1970-04-19 (55 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. Sign in

Work experience

Working period	nuo 2014.02 iki 2019.04
Company name	Human Communications
You were working at:	Administrators
Occupation	Typist / Data Capture / Temp Media Coordinator
What you did at this job position?	Will discussed my duties in an interveiw

Languages

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

Computer knowledge

2009 3 months Photoshop CS 4 Level II LVS Online Course
 2009 3 months Photoshop CS 4 Level I LVS Online Course
 2002 2 days Microsoft FrontPage International Risk Control Academy
 2000 2 months Microsoft Office 2000 - Word / Excel / Access & PowerPoint Dobsonville Campus
 2002 2 days Microsoft Visio International Risk Control Academy
 1992 3 days Draw Perfect 1.1 SAPolice = Information Systems
 1991 5 days Word Perfect 5.1 SAPolice = Durban Training Centre

Year Duration Course Institution

Recommendations

2014 1 Day MiE Background Screening MiE Officer
 Contact person Tyron Oosthuizen

Occupation COO
 Company Human Communications (Pty) Ltd
 Telephone number 0836552232
 Email address tyron@humancommunications.co.za

Contact person Karien Strydom
 Occupation CEO
 Company Human Recruitment - Human Touch
 Telephone number 0112578010
 Email address karien@human-touch.co.za

Additional information

Your hobbies Working on computer to create stuff and to make stuff nice.
 Driver licenses B Light Vehicle ≤ 3,500kg
 Driver license from 2004-03-00 (21 years)
 Salary you wish 9500 R per month
 How much do you earn now 10000 R per month