



# Brent Damons

Curriculum Vitae (CV)

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

I am a charismatic young vibrant man, who is trustworthy and very efficient.

I believe in hard work and determination in order for one to succeed i have been doing a string of contract work in admin but since I got married and my wife has given birth to a baby boy which I myself delivered-has also showed me that in stressful times I can keep a cool head and deliver, but I am now looking for a stable job so I can provide for my family.

What I lack in experience I make up for in passion and drive and I am also a very fast learner and know how to adapt myself, I will be a fresh new invigorating addition to the team and I play well with others.

Preferred occupation	Administrators
	Administrative jobs
	Receptionist
	Administrative jobs
Preferred work location	Johannesburg
	Gauteng

## Contacts and general information about me

Day of birth	1988-07-18 (35 years old)
Gender	Male
Residential location	Johannesburg
	Gauteng
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>

## Work experience

Working period	<b>nuo 2014.06 iki 2015.05</b>
Company name	Mutual and federal
You were working at:	Insurance administrator
Occupation	Indexer
What you did at this job position?	Faxing,filing,scanning of documents,indexing queries

Working period	<b>nuo 2017.01 iki 2018.05</b>
Company name	Africa peace network(APN)
You were working at:	Administrators
Occupation	Transcriber
What you did at this job position?	Captured audio files and transcribed to word document

**Education**

Educational period	<b>nuo 2013.06 iki 2014.04</b>
Degree	Grade 12 / Matric
Educational institution	Silver oaks Secondary school (re-registered)

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
Afrikaans	fluent	very good	very good

**Computer knowledge**

MS office,word,excel,PowerPoint,outlook also familiar with systems like OMUNET,TIA,BBM and ORACLE

**Recommendations**

Contact person	Elbe Voster
Occupation	Team leader
Company	Mutual and Federal
Telephone number	0113742071

**Additional information**

Driver licenses	None
Salary you wish	8000 R per month