



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 (37 years old)
Gender	Male
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2014.06 iki 2015.05
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	nuo 2017.01 iki 2018.05
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	nuo 2013.06 iki 2014.04
Degree	Grade 12 / Matric
Educational institution	Silver oaks Secondary school (re-registered)

Languages

Language	Speaking level	Understanding level	Writing level
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