



# Elmary Debbie Van Niekerk

Curriculum Vitae (CV)

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

Im a hard working person. I do have grade12. And is computer literacy in Ms word; excell and pastel accounting version 12. I have done a course in Administration/Reception. And I have done my practical as a volunteer at a primary school for 3months. I also have admin experience at a industrial fabric for 2years. Im a honest person. Dont drink or smoke. Im willing to go the extra mile to serve the community. I have good communications and telephone skills. I have done Human Resource N4 and still busy with N5.

Im also available immediately for the job.

Preferred occupation	Receptionist
	Administrative jobs
	Generals
	General jobs
	HR intern
	Management, human resources jobs
Preferred work location	Port Elizabeth
	Eastern Cape

## Contacts and general information about me

Day of birth	1989-01-22 (35 years old)
Gender	Female
Residential location	Port Elizabeth
	Eastern Cape
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Education

Degree	Certificate
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## Languages

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

### Computer knowledge

Ms word  
Ms excell  
Power point  
Pastel. Accounting

### Additional information

Your hobbies	Reading swimming tennis Shopping
Driver licenses	None
Salary you wish	R4500 R per month
How much do you earn now	R0.00 R per month