



Candice Ramchuran

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Thank you for allowing me to apply for this position.

Preferred occupation
Name: Candice Ramchuran Buyer
Administrative jobs

Email: 093candice@gmail.com Data capturers
Administrative jobs

Contact number: 065 931 3922 Switchboard operator
Administrative jobs

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 1993-01-13 (31 years old)

Gender Female

Residential location Durban City
KwaZulu-Natal

I am a hardworking individual able to work with a team or individually. I am a fast learner with
Telephone number *Information is available only for registered users.*
experience in internal sales, purchasing, office administration as well as switchboard answering.
[Sign in](#)

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

Work experience

Skilled in Pastel invoicing, Microsoft office (proficient in excel and word) and brief knowledge in
Working period **nuo 2012.06 iki 2015.06**

Acumatica. Dealing with customers and suppliers has always been part of my previous
Company name Cable Systems

employment. I take pride in always giving my best customer service and maintenance of existing
You were working at: Personal assistant

customers.
Occupation Admin Clerk/ Personal Assistant

What you did at this job position? General Office assistance, switchboard, Account queries Clerk

Working period **nuo 2015.07 iki 2018.04**

Have worked in the electrical industry for 15 years through Accessories to adjust to any situation.
Company name Specialised Electrical Accessories

Working period pressure and deadlines to work best. I am a team player and able to take
Working period Salesperson

Occupation versatile able to take on any challenge and able to complete it.
Internal Sales

What you did at this job position? Internal Sales, Buyer, Switchboard

Education

Educational period **nuo 2006.01 iki 2010.12**

Degree Grade 12 / Matric

Educational institution Newhaven Secondary School

Educational qualification Matric (grade 12)

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Tertiary Education

Name of Institute: Cyber Com Computer College

Name of Course: 3 Month Office Administrator

Year Completed: 2011

Subjects: Introduction to Computers

Secretarial & Business Administration

Office Management

Microsoft Office

Microsoft Certified Application Specialist (MCAS)

Additional information

Driver licenses	None
Salary you wish	12000 R per month
How much do you earn now	10500 R per month