



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: Buyer
 Name: Candice Ramchuran
 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 (33 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.
 Working under pressure and deadlines to work best. I am a team player and able to take
 Occupation: Internal Sales
 orders. I am versatile able to take on any challenge and able to complete it.
 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