



# 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<br>Name: Candice Ramchuran | Buyer<br>Administrative jobs                |
| Email: 093candice@gmail.com                     | Data capturers<br>Administrative jobs       |
| Contact number: 065 931 3922                    | Switchboard operator<br>Administrative jobs |
| Preferred work location                         | Durban City<br>KwaZulu-Natal                |

### **Contacts and general information about me**

|   |   |
|---|---|
| Day of birth  | 1993-01-13 (33 years old)   |
| Gender  | Female  |
| Residential location  | Durban City<br>KwaZulu-Natal  |
| I am a hardworking individual able to work with a team or individually. I am a fast learner with  |   |
| Telephone number  | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| experience in internal sales, purchasing, office administration as well as switchboard answering. |   |
| Email address   | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

**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 would you like to do with your career? **Office assistant, Admin, Personal Assistant, Clerk**

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

Working period **nuo 2015.07 iki 2018.04**

Champaworks in the electrical industry. Specialised technical accessories to adjust to any situation.

Working under pressure and dealing with people tend to work best. I am a team player and able to take orders from a 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        | <b>nuo 2006.01 iki 2010.12</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | Newhaven Secondary School      |
| Educational qualification | Matric (grade 12)              |

## Languages

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| 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

Salary you wish 12000 R per month

How much do you earn now 10500 R per month