Angira Ramnarain

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration Clerk

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1960-10-25 (65 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	*Information is available only for registered users.* Sign in
Email address	*Information is available only for registered users.* Sign in

Work experience

Working period	**nuo 2016.08 iki 2016.10**
Company name	Danapak Package
You were working at:	Sales administartor
Occupation	administration
What you did at this job position?	Reception, Cashing, Debtors, Creditors, Despatching and Receiving Stocks

Working period	**nuo 1988.10 iki 2013.03**
Company name	Davinscot Durban
You were working at:	Administrators
Occupation	Administration Clerk
What you did at this job position?	Debtors, Creditors, Stock Control from Raw Material to Complete Garment, Reception, Data Capturing, Filing, Petty Cash & Internal Companies, CMT Payments,Reconciling Accounts, Purchasing & Monitoring Stationery & Refreshment for Internal Companies, Monitoring Faxes & Printing Machines , Working with Sync Solution, Lotus123, Pastel

Education

Educational period	**nuo 1980.01 iki 1980.04**
Degree	Certificate
Educational institution	Supreme Commercial College
Educational qualification	Reception & Shorthand Typing

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

Lotus 123, Sync Solution, Pastels. I have no certificate to proof except for Reception & Shorthand Typing. Experience on Computer were provided by Davinscot Durban.

Recommendations

Contact person	Mr Graham Buck
Occupation	Director
Company	Davinscot Durban
Telephone number	0312035600

Additional information

Your hobbies	Netball, Reading, Watching movies, Gardening
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1983-02-00 (42 years)
Salary you wish	R7500 R per month