



# Arlene Sookram

Curriculum Vitae (CV)

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

I have 22 years all round Administration experience and 8 years personal assistant experience.

I am reliable, self motivated and work well under pressure, ensure that all tasks are completed timeously, have good inter personal skills and work well with people.

Preferred occupation  
Administrators  
Administrative jobs

Secretaries  
Administrative jobs

Preferred work location  
Durban City  
KwaZulu-Natal

## Contacts and general information about me

Day of birth  
1975-07-24 (48 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 2001.09 iki 2019.07**

Company name  
Mandos Holdings

You were working at:  
Administrators

Occupation  
Office administration

What you did at this job position?  
All aspects of administration, Vat and PAYE submissions

## Education

Educational period  
**nuo 1993.01 iki 1993.12**

Degree  
Grade 12 / Matric

Educational institution  
Dr AD Lazarus Secondary

**Languages**

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

**Computer knowledge**

Microsoft office, word, excel, outlook, PowerPoint

**Additional information**

Driver licenses	None
Salary you wish	16000 R per month
How much do you earn now	20000 R per month