



Angelique Chamondary Smith

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Highly motivated, energetic, honest, hardworking individual seeking to obtain a full-time employment position where I can apply my excellent administration and communication skills.

- * I am assertive and able to handle pressure.
- * I have a great desire to acquire knowledge and are prepared to bring maximum effort to my work.
- * I am a problem solver and adapt easy to any work environment.
- * I am punctual, dependable and can be counted upon to finish what I start.
- * I believe my strongest trait is attention to detail, this trait has helped me tremendously in an office environment.

Preferred occupation

Receptionist

Administrative jobs

Personal assistant

Administrative jobs

Secretaries

Administrative jobs

Shop assistants

Retail, store jobs

Cashiers

Retail, store jobs

Filing clerk

Administrative jobs

Customer care agent

Administrative jobs

Preferred work location

Uitenhage

Eastern Cape

Jansenville

Eastern Cape

Kirkwood

Eastern Cape

Port Elizabeth

Eastern Cape

Eden

Western Cape

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1986-11-13 (39 years old) |
| Gender | Female |
| Residential location | Willowmore Eastern Cape |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|--|
| Working period | nuo 2016.02 iki 2019 |
| Company name | Baviaans Cash Loans |
| Occupation | Office Clerk |
| What you did at this job position? | Greeting clients. Answering phones. Filling. Typing and emailing of documents. Ensuring the credit worthiness of clients through reference checking. Preparing and finalizing of contracts. Handling of cash |
| Working period | nuo 2013.10 iki 2013.11 |
| Company name | Statistics South Africa (Census 2013) |
| Occupation | Fieldworker |
| What you did at this job position? | Collect information. Assisting with administration duties |
| Working period | nuo 2011.02 iki 2011.04 |
| Company name | Saverite Supermarket |
| Occupation | Cashier |
| What you did at this job position? | Greeting customers. Scanning items and reconciling receipts with cash. Count money in cash drawers at the end of the shift to ensure that all amounts are correct. Bagging groceries e end |
| Working period | nuo 2007.06 iki 2007.07 |
| Company name | Department of Housing (Willowmore) |
| Occupation | Fieldworker |
| What you did at this job position? | Collect information. Assisting with administration duties |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2000.01 iki 2004.11 |
| Degree | Grade 12 / Matric |
| Educational institution | Willowmore Secondary School |
| Educational qualification | Grade 12 |

| | |
|---------------------------|--|
| Educational period | nuo 2011.01 iki 2011.06 |
| Degree | Certificate |
| Educational institution | Baviaans Participation for Development |
| Educational qualification | Computer Education & IT Services |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| Afrikaans | fluent | fluent | fluent |
| English | fluent | fluent | fluent |

Computer knowledge

Microsoft Office
 Microsoft Excel
 Microsoft Outlook
 Microsoft Word
 Presentations
 Adobe Photoshop
 Acrobat reader
 Fire Fox

Recommendations

| | |
|------------------|------------------------------|
| Contact person | Mr A.E Jonas |
| Occupation | Director |
| Company | Baviaans Cash Loans |
| Telephone number | 0449231170 |
| Contact person | Mr N Bennedito |
| Occupation | Owner |
| Company | Saverite Supermarket |
| Telephone number | 0449231605 |
| Contact person | Mr N Barnard |
| Occupation | Facilitator |
| Company | Dr Beyers Naude Municipality |
| Telephone number | 0449232388 |

Additional information

| | |
|--------------|---|
| Your hobbies | Reading Cooking Surfing the Internet Traveling |
|--------------|---|

| | |
|--------------------------|---------------------------|
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 2015-04-00 (10 years) |
| Salary you wish | R8000 R per month |
| How much do you earn now | R2200 R per month |