



# 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 (37 years old)
Gender	Female
Residential location	Willowmore Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2016.02 iki 2019</b>
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	<b>nuo 2013.10 iki 2013.11</b>
Company name	Statistics South Africa (Census 2013)
Occupation	Fieldworker
What you did at this job position?	Collect information. Assisting with administration duties
Working period	<b>nuo 2011.02 iki 2011.04</b>
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	<b>nuo 2007.06 iki 2007.07</b>
Company name	Department of Housing (Willowmore)
Occupation	Fieldworker
What you did at this job position?	Collect information. Assisting with administration duties

## Education

Educational period	<b>nuo 2000.01 iki 2004.11</b>
Degree	Grade 12 / Matric
Educational institution	Willowmore Secondary School
Educational qualification	Grade 12

Educational period	<b>nuo 2011.01 iki 2011.06</b>
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
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Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2015-04-00 (9 years)
Salary you wish	R8000 R per month
How much do you earn now	R2200 R per month