



Kayla Damon

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a young, vibrant and hard-working individual seeking employment opportunities for further professional and self – development, in which I can make a meaningful contribution to the growth of any organisation.

Preferred occupation Administrators
Administrative jobs

Preferred work location West Rand
Gauteng

Contacts and general information about me

Day of birth 1995-06-21 (30 years old)

Gender Female

Residential location West Rand
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2015.01 iki 2019.08**

Company name Maximum Output Trading 12cc

You were working at: Other jobs

Occupation Office administrator

What you did at this job position? • Responsible for timely administrative support services to Management such as correspondence, data capturing, record-keeping and general administration • Operating help-desk by providing first-line resolution to client and tenant queries • Generating Master Tenant Reports, Query Browser Reports and Recovery Reports • Responsible for Route Master Handhelds - Uploading and Downloading • Demonstrating effective client liaison • Creating buildings using raw information supplied by clients and adjusting it according to our system • Stock control • Generating quotations • Generating invoices on Sage Pastel • Negotiation deals on municipal accounts • Effective allocation of work to staff • Accurate calculation of

Education

Educational period	nuo 2009.01 iki 2013.12
Degree	Grade 12 / Matric
Educational institution	St Barnabas College
Educational qualification	Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	basic	good	basic

Additional information

Driver licenses	A1 Motorcycle ≤ 125cc
Driver license from	2017-05-00 (8 years)
Salary you wish	12000 R per month
How much do you earn now	98000 R per month