



# 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 (28 years old)
Gender	Female
Residential location	West Rand Gauteng
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 2015.01 iki 2019.08</b>
Company name	Maximum Output Trading 12cc
You were working at:	Other jobs
Occupation	Office administrator
What you did at this job position?	<ul style="list-style-type: none"><li>• Responsible for timely administrative support services to Management such as correspondence, data capturing, record-keeping and general administration</li><li>• Operating help-desk by providing first-line resolution to client and tenant queries</li><li>• Generating Master Tenant Reports, Query Browser Reports and Recovery Reports</li><li>• Responsible for Route Master Handhelds - Uploading and Downloading</li><li>• Demonstrating effective client liaison</li><li>• Creating buildings using raw information supplied by clients and adjusting it according to our system</li><li>• Stock control</li><li>• Generating quotations</li><li>• Generating invoices on Sage Pastel</li><li>• Negotiation deals on municipal accounts</li><li>• Effective allocation of work to staff</li><li>• Accurate calculation of</li></ul>

## Education

Educational period	<b>nuo 2009.01 iki 2013.12</b>
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 (7 years)
Salary you wish	12000 R per month
How much do you earn now	98000 R per month