



Anathi Njani

Curriculum Vitae (CV)

What job i'm looking for? My positive points

to offer more insight into my qualifications would be most welcome. Thank you for your consideration; I look forward to speaking with you soon.

Sincerely,

Anathi njani

My preferred occupation is an administrative assistant. I currently live in Kraaifontein and I finished my matric in 2014 and after finishing my matric I studied office administration in boland college in Paarl from 2015-2017 and while I was

employed as an administrative assistant in Franschoek Spar Inc from 2015 - 2018 to

My date of birth is 1995-11-05 (28 years old)

Gender Male

Residential location Cape Town, Western Cape
 Regarding your posting for an Office Administrator, I hastened to submit my resume for your review. As a highly organized and self-motivated professional with expertise in coordinating and overseeing office operations to maximize efficiency and productivity, I am prepared to significantly

contribute to your company's goals and objectives.
 Email address [Sign in](#)

My background includes managing administrative operations and driving office efficiency within fast-

paced office environments while ensuring adherence to budgets and deadlines. From preparing

Work experience

business correspondence and developing custom Excel- and Word-based documents to handling

Working period nuo 2018.12 iki 2019.06
 bookkeeping activities and maintaining equipment and supplies, I excel at prioritizing tasks,

Company name Spar Inc
 collaborating with management, and developing effective communication and organizational

You were working at: Administrators
 procedures.
 Occupation Junior administrator

What you did at this job position? managing day-to-day office operations, communications, scheduling, database management, and special projects
 Highlights of my experience include: throughout

* Skillfully managing day-to-day office operations, communications, scheduling, database

management, and special projects throughout 1 year and 8 months career in office administration

Education period nuo 2015.01 iki 2017.11

and support
 Degree Achieving reputation as a QuickBooks specialist and streamlining bookkeeping functions by implementing software systems to drive increased accounting productivity and efficiency.

Education institution Boland college
 * Organizing, scheduling, and facilitating regular company-wide meetings—including meetings with C-level executive staff.

Languages

* Excelling at balancing multiple tasks within independent, self-starting environments while

providing top-level organization and communication skills and improving operational systems.

English fluent fluent fluent

Afrikaans very good very good good
 My skills in office organization, bookkeeping, and general administration have been finely honed,

and I am confident my additional strengths will readily translate to your environment. The chance

Computer knowledge

Microsoft Access. ...

QuickBooks. ...

Email. ...

Web and Social Skills. ...

Graphic and Writing Skills.

Microsoft Office.

Additional information

Word. ...

Driver licenses

None

Spreadsheets. ...

Salary you wish

4500-6000 R per month

PowerPoint. ...

How much do you earn now

5000 R per month