



Janine Changlrayn

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Personal Assistant, Secretary, Front desk, Assistant Restaurant Manager, Administrative

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1970-04-16 (55 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2018.07 iki 2019.04
Company name	Ivory Rose Cafe
You were working at:	Personal assistant
Occupation	Assistant Restaurant Manager, Office Manager, Payroll
What you did at this job position?	Assisted Restaurant Manager, placed orders, assisted in recruitment of restaurant staff, payroll and marketing
Working period	nuo 2007.09 iki 2015.08
Company name	Mondi Limited
You were working at:	Secretaries
Occupation	Personal Assistant and Finance administrator
What you did at this job position?	Secretarial duties for the Head of Finance, Safety rep, Events co-ordinator

Education

Degree	Certificate
Educational institution	Liefs Commercial College
Educational qualification	Secretarial certificate

Languages

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

Computer knowledge

MICROSOFT OFFICE, VISIO, SAP

Conferences, seminars

The Voice Clinic, Durban, OHC certificate, First Aid Training, SAP training

Recommendations

Contact person	Thuso Mabasa
Occupation	Restaurant Manager and Chef
Company	Ivory Rose Cafe

Additional information

Salary you wish	20000 R per month
How much do you earn now	0 R per month