

Caroline Naidoo

What job i'm looking for? My positive points

To whom it may concern

I have attained this current vacancy from Jobvine.

My desired position is in administrative although my strong skills are within the Mechanical Engineering manufacturing field, I have 15 years of experience in Technical engineering buying, Cost Estimation, Production planner, administrative and was the PA to the director.

I believe in fact I am sure that my skills was bent to be used as the company wishes and I have strong attentive skills to details as I dealt with numbers.

Currently I have resigered through a distance learning program in mechanical engineering diploma however my next step is in supply chain management and purchasing.

I have been a supplier of of Transnet Port Terminals and Transnet Rails.

I have solid knowledge in the equipment on the Plant.

I extent my appreciate in reviewing my resume.

Best regards

CAROLINE NAIDOO

0662416062

Preferred occupation Administrators
Administrative jobs

Preferred work location	North Coast KwaZulu-Natal
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Contacts and general information about me

Day of birth	1982-08-09 (43 years old)
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Gender Female

Residential location	North Coast KwaZulu-Natal
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Telephone number

Information is available only for registered users.
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Email address

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Work experience

Working period **nuo 2005.08 iki 2019.05**
 Company name Inkwazi Engineering PTY LTD
 You were working at: Steel manufacturer
 Occupation TECHNICAL BUYER, COST ESTIMATOR, PRODUCTION PLANNER AND ADMINISTRATION
 What you did at this job position? Maintain all purchases, estimating job costing, ensuring materials are received on time to plan production, Drew up jobs in progress list.

Working period **nuo 2000.05 iki 2003.06**
 Company name House and home
 You were working at: Generals
 Occupation Accounts department
 What you did at this job position? Handled client approval of deals, filing, switchboard, assistant with all office duties.

Education

Educational institution INTEC college
 Educational qualification Currently studying Diploma in Mechanical Engineering
 I could work Immediately

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good

Computer knowledge

WORD
 EXCEL
 POWERPOINT
 OUTLOOK
 PASTEL
 SAGE

Additional information

Driver licenses None
 Salary you wish 18600 R per month

How much do you earn now

18600 R per month