



Marina Smal

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Office employment (Clerk, Filing, Receptionist, Data Capture)

Positive points: Eager and willing to learn, Able to work in a team and independently, Punctual, Resourceful, Reliable, Professional behaviour, Able to work under pressure, Problem resolution, High integrity.

Preferred occupation	Filing clerk
	Administrative jobs
	Data capturers
	Administrative jobs
Preferred work location	Rustenburg
	North West

Contacts and general information about me

Day of birth	1975-03-15 (50 years old)
Gender	Female
Residential location	Midlands
	KwaZulu-Natal
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 2009.06 iki 2019.10
Company name	Newcastle Municipality
You were working at:	Receptionist
Occupation	Typist/Administrative Clerk
What you did at this job position?	Typing of company correspondence ie letters, memorandums, reports and bid documents

Education

Educational period	nuo 1989.01 iki 1993.12
Degree	Grade 12 / Matric
Educational institution	Amajuba High School
Educational qualification	Grade 12

Languages

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

Computer knowledge

Windows,
Microsoft Office,
Adobe

Recommendations

Contact person	Sizani Shange
Occupation	Chief Admin Officer
Company	Newcastle Municipality
Telephone number	034 328 7890
Email address	Sizani.Shange@newcastle.gov.za

Additional information

Your hobbies	Doing research about anything or everything I don't have knowledge of. Reading inspirational books, Listening to music, Watch inspirational films,
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2010-07-00 (15 years)
Salary you wish	20000 R per month