



Criszelda Oliveria

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Good day

As you will notice I have several years in vast Office administration, Reception and other working experience.

I am a team player who always strives to do things right the first time.

Administration is what makes me tick, and I know I have what it takes to be a huge asset in your company, as I have been previously as well.

Given the opportunity I can master anything I put my mind too.

Regards

Preferred occupation

Receptionist
Administrative jobs

Switchboard operator
Administrative jobs

Administrators
Administrative jobs

Preferred work location

Port Elizabeth
Eastern Cape

Contacts and general information about me

Day of birth 1972-01-22 (54 years old)

Gender Female

Residential location Port Elizabeth
Eastern Cape

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2017.08 iki 2019.09**
 Company name Pioneerfoods (Sasko)
 You were working at: Administrators
 Occupation reconciliation clerk
 What you did at this job position? Reconcile drivers paperwork

Working period **nuo 2013.11 iki 2016.03**
 Company name premierfoods
 You were working at: Administrators
 Occupation admin clerk
 What you did at this job position? Full Reception/Admin Function (Operating Switchboard)

Education

Educational period **nuo 1998.01 iki 1998.03**
 Degree Certificate
 Educational institution Girl Friday Course

Languages

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

Computer knowledge

Windows, SAP, Excel, Microsoft Office, Microsoft Outlook

Recommendations

Contact person Fabiola Botha
 Occupation Admin Supervisor (Pioneerfoods
 Company Pioneerfoods
 Telephone number Tel: 041 408 3717
 Email address

Additional information

Your hobbies netball,soccer and reading
 Salary you wish 17000 R per month
 How much do you earn now 16200 R per month