



# Krystle Friskin

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

To Whom it May Concern my name is Krystle Lisa Friskin,

I have recently completed my Bachelor of Administration degree at Nelson Mandela University.

I majored in Public Administration and Industrial Psychology.

I am applying for this particular position as I would like to think of myself as the perfect candid to fill this position. I am exceptionally well groomed and neat in appearance, I regard myself as a well-spoken and fully bilingual individual. I pay attention to detail and always complete tasks to the best of my ability. I am punctual and dedicated. I also follow instructions very well. I consider myself to be very talkative and as a result of this aspect of myself it has opened many doors for me and allowed me to gain skills, such as people skills as well as breaking any barriers of being shy.

I regard myself as a confident young women with great ambition who has the desire to grow in any aspect may it be personal, educational or in the working world. I do believe that there is never a stage in your life when you can stop learning. As I believe that as individuals we learn something every day. I do not consider myself narrow minded or too smart to learn from anyone else as any aspect of help is part of my growth journey and I am hungry to know more. I am very driven and when I set my mind to something I work hard at getting it.

I believe that I am a responsible individual that can commit to doing a task well, as I have assisted in the orientation Programme at the university and made myself available to this programme for two years and worked hard to ensure the success of it. Consequently I can assure you I will work just as hard to ensure the success of the company through my contributions.

Therefore I ask that you consider my application for this position

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
| Preferred work location | Port Elizabeth<br>Eastern Cape        |

**Contacts and general information about me**

|                      |   |
|----------------------|---|
| Day of birth         | 1997-05-27 (28 years old)   |
| Gender               | Female  |
| Residential location | Port Elizabeth<br>Eastern Cape  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

**Work experience**

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2013.03 iki 2015.10</b>  |
| Company name                       | Los Amigos  |
| You were working at:               | Waiters, waitresses   |
| Occupation                         | waitressing   |
| What you did at this job position? | seated guests, cashed up, worked the slot machines, serving guests food and beverages |
| Working period                     | <b>nuo 2017 iki 2018</b>  |
| Company name                       | Spice Events  |
| You were working at:               | Jobs for students   |
| Occupation                         | promoter  |

**Education**

|                           |                                   |
|---------------------------|-----------------------------------|
| Educational period        | <b>nuo 2017.02 iki 2019.12</b>    |
| Degree                    | Degree                            |
| Educational institution   | Nelson Mandela University         |
| Educational qualification | Bachelor of Administration degree |

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | very good      | fluent              | good          |

**Computer knowledge**

Windows, Microsoft Office, Power point,  
Competent in using Outlook.

**Additional information**

|                          |                     |
|--------------------------|---------------------|
| Driver licenses          | None                |
| Salary you wish          | R7-1000 R per month |
| How much do you earn now | 00 R per month      |