



Abigail Brown

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job in the Administrative sector. I'm very good with numbers, am computer literate because I had CAT (computer application technology) as a subject at school and I've been working in the retail sector and I also was a cashier so I had to know the basics. I am good with filling, scanning documents. Sending and receiving emails. Receiving faxes and sending faxes and answer the telephone. I also ensure that the filling is neat and tidy. I'm a good team player and I can work independently.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Free State

Contacts and general information about me

Day of birth	1997-02-19 (28 years old)
Gender	Female
Residential location	Bloemfontein Free State
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2016.04 iki 2018.01
Company name	Totalsports Loch Logan
You were working at:	Sales representative
Occupation	Bloemfontein
What you did at this job position?	Assisting customers. Being a cashier. Dealing with Admin. Ensuring that the department I was working in was neat and tidy. Merchandising. Ordering stock for customers from different stores. Dealing with enquiries and quotations. Opening accounts. Unpacking stock.

Working period	nuo 2018.02 iki 2019.12
Company name	Postal Worx
You were working at:	Shop assistants
Occupation	Bloemfontein
What you did at this job position?	Assisting customers. Helping them print documents on the computer or from their stick. Binding books. Sending and receiving stock. Printing out documents. Sending and receiving emails and faxes. Being a cashier. Cleaning the store. Laminating documents. Assisting with the Admin.

Education

Educational period	nuo 2011.01 iki 2015.11
Degree	Grade 12 / Matric
Educational institution	Dr Blok Secondary School
Educational qualification	Matric

Languages

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

Computer knowledge

Microsoft word

Microsoft excel

PowerPoint

Recommendations

Contact person	Charlotte Booysen
Occupation	Floor Manager
Company	Totalsports Loch Logan
Telephone number	0514067237/0711550876
Contact person	Palesa Clementine
Occupation	Supervisor
Company	Postal Worx
Telephone number	0514440678

Additional information

Your hobbies	Reading Listening to music Traveling
Driver licenses	None
Salary you wish	8000 R per month

How much do you earn now

6000 R per month