



# Eulenda Matjila

Curriculum Vitae (CV)

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

Am a very hard working lady,with a good communication skill,good interpersonal skill and a team player.And willing to learn in a new field of work,am also responsible in my working environment.I always make sure am in time at work to can start my day on a happy note.I have worked for three different private companies as an Admin clerk.I do have a good customers service an also patient in everything i do around me.I have a good administrative duties,but am willing to do anything different from being an admin worker.

|                         |  |
|-------------------------|--|
| Preferred occupation    | Administrators<br>Administrative jobs                        |
| Preferred work location | Pretoria / Tshwane<br>Gauteng<br><br>Johannesburg<br>Gauteng |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1991-07-08 (32 years old)   |
| Gender               | Female  |
| Residential location | Pretoria / Tshwane<br>Gauteng   |
| 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 2017.08 iki 2019.12</b>  |
| Company name                       | LARRY ROYAL PTY LTD   |
| You were working at:               | Finance officer   |
| Occupation                         | ADMIN   |
| What you did at this job position? | Helping new clients,an existing client,checking credit record of clients,filling,calling clients an answering in coming calls,making invoices for garnishes for bad payers,scanning,typing,printing and emailing clients. |

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2012.01 iki 2013.04</b> |
| Degree                    | Certificate                    |
| Educational institution   | AVUXENI COMPUTER ACADEMY       |
| Educational qualification | SECRETARIA DIPLOMA CERTIFICATE |
| I could work              | ALL OFFICE WORK                |

### Languages

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

### Computer knowledge

I HAVE KNOWLEDGE OF MS WORD,MS EXCEL,POWER POINT, AND MS OFFICE.

### Conferences, seminars

AT UNIVERSITY OF PRETORIA ,FOR A BUSINESS START UP COURSE WITH THE BLACK UMBRELLA IT ALL HAPPENED IN THE 2013 IN JUNE TILL OCTOBER.

### Recommendations

|                  |                       |
|------------------|-----------------------|
| Contact person   | OBA                   |
| Occupation       | MANAGER               |
| Company          | LARRY ROYAL PTY LTD   |
| Telephone number | 0127553949            |
| Email address    | larryrloans@gmail.com |

### Additional information

|                          |   |
|--------------------------|---|
| Your hobbies             | READING<br>TYPING<br>PLAYING GAMES<br>WATCHING MOVIES |
| Driver licenses          | None  |
| Salary you wish          | 8000 R per month                                      |
| How much do you earn now | 4500 R per month                                      |