



Aldah Manda

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Home-Based Typing & Data Capturing Services.

Need help with your DATA CAPTURING / TYPING / ADMINISTRATOR?

Let us throw you a lifeline.

Outsource your DATA CAPTURING / TYPING / ADMINISTRATOR work to us and concentrate on making your business a success.

I provide services for keeping accurate and concise DATA CAPTURING records for individuals and small to medium-size businesses. I am an Administrator with administration experience under my belt. I offer to handle your overflowing admin so that you don't have the hassle of carrying the extra salary and overhead cost of temp.

I can type your documents as well as capture data on various databases i.e. Winfreight system and CRM, I also offer typing services such as typing documents and formal reports.

Please feel free to contact me if you are in need of professional virtual assistance. I run my services at home I have a full PC set with an Internet connection.

For more info contact Aldah: 0814233938

Preferred occupation

Administrators

Administrative jobs

Receptionist

Administrative jobs

Data capturers

Administrative jobs

Customer care agent

Administrative jobs

Secretaries

Administrative jobs

Preferred work location

Johannesburg

Gauteng

Contacts and general information about me

Day of birth

1981-03-22 (44 years old)

Gender

Female

Residential location

Johannesburg

Gauteng

Telephone number

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

Email address

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

Additional information

Salary you wish 20000 R per month

How much do you earn now 16000 R per month