



# Latanya Williams

Curriculum Vitae (CV)

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

I am looking for any administrative positions.

I am a confident, honest, calm and hardworking individual, with extensive knowledge of assisting a sales team, customers and management. I am passionate about people and excellent customer service is important to me. I possess effective organisational skills and proficiency in Microsoft office (MS word, Outlook, excel) as well as administrative and practical tasks. I am a hard worker and I work well under pressure. I view each challenge as an opportunity for growth and development and being a hard worker, I will always give of my best.

I go above and beyond of what is expected of me and I am not afraid of new challenges. I can absorb new ideas, adapt to change well and can communicate clearly and effectively with colleagues, clients and senior managers.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1997-07-04 (28 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Additional information

Salary you wish	7500 R per month
How much do you earn now	6000 R per month