



Surname: Govender
First Names: Gillian Bronwyn
Date of Birth: 07 November 1995
Nationality: South African
Cell: 084 7307 654
Email: reception@pba.co.za

Education:

Secondary:	
Institution :	Achievements:
Eastwood SSS (2013)	Matric Certificate
Tertiary	
University of Kwa-Zulu Natal	Bachelor of commerce (general)
	Still to be completed

Language Skills:

Competence scale 1 – 5 (5 = excellent; 1 = beginner)	Reading	Speaking	Writing
English (2 nd language)	5	5	5
Afrikaans (3 rd language)	3	3	3

Executive Summary:

Secretarial and Administration

Other Skills:

Computer Skills:	Competence scale 1 - 5 (5 = excellent; 3 = average; 1 = beginner)	Rating
Internet		5
Microsoft Excel		4
Microsoft Outlook		4
Microsoft Word		4



Summary:

I am a capable receptionist.

Professional Experience:

Period	Position	Company
2015 - 2016	Cashier	Game Stores
2016 - Present	Receptionist	Pulana Baxter and Associates CC

Hobbies and Other Interests:

I enjoy spending time with family and friends, as well as reading.