






ASHLEY MOSES

Administrative Assistant

 082 657 5163

 ashleymoses2003@icloud.com

 South Africa, Pretoria, 0186

EDUCATION

National Senior Certificate
Pretoria High School for Girls
2017-2021

Travel and Tourism Diploma
Cabin Crew Academy
2022

Advanced Digital Marketing
Digital School of Marketing
Current-

SKILLS

- Customer Service
- Computer Literacy
- First Aid
- Problem Solving
- Fast Learner
- Communication skills
- Adaptability

LANGUAGE

English

Afrikaans

Korean

About Me

I'm a hardworking and organized person with strong time management skills. I enjoy learning new things, staying creative, and putting my full effort into everything I do. I'm also very friendly and love connecting with others, bringing positivity and focus wherever I go.

WORK EXPERIENCE

Jan 2023- Current
Aroma Coffee Roastery

Waitress

- Worked with Customers and often had to use my problem solving skills
- Built relationships with regular clients in turn causing them to always return.

Aug 2023- Dec 2023
Badenhorst Family

Aupair

- Facilitated Lift Clubs
- Assisted with homework
- Aided with domestic duties as well.

July 2024- Current
Auto Magic Centurion

Administrator

- Invoicing, E-filing, Data Entry
- Customer communications

REFERENCES

Maria Lambianos

AutoMagic/ Admin
Manager

Phone: 082 490 9295

Email: lambrianosm@gmail.com

Raul Lima

Auto Magic/ Ceo

Phone: 083 305 3165

Email: raul@amcenturion.co.za