



# Shereen Scheepers

Curriculum Vitae (CV)

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

Back office administration. I enjoy doing back office as well as customer service. I believe my experience aligns n make me a great fit.

I am an effective communicator in giving oral presentations and speaking on the phone as well as via email. I try to react to situations rather than to stress.

I focus on the tasks at hand.

I am currently working for a graphic designing company doing admin . I have learned and still learning about recruitment as this is my job title currently.

I learn something new daily as well as upskilling myself. I am currently doing computer courses online just to better myself n will be doing a child care course for the next 18 months.

I enjoy working and helping others.

I also learn alot from the youth as I can help them with my experience n they can help me with there skills. I am diverse, dedicated, I prioritize and come up with solutions and I enjoy helping others.

Thus far within my new industry I have already got 20 people which have applied for jobs and out of 20 people 5 has been placed.

I am also currently working remotely an I am enjoying it.

My goal is always to learn new things, increase my earnings and I am willing to work for a company that looks after it's people.

Preferred occupation	Administrators Administrative jobs
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Preferred work location	Gauteng
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## Contacts and general information about me

Day of birth	1973-05-30 (50 years old)
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Gender	Female
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Residential location	West Rand Gauteng
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Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
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Email address

*Information is available only for registered users.*

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#### **Additional information**

Salary you wish 15000 R per month

How much do you earn now 12000 R per month