

Shirley Pelser

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Let me introduce myself. My name is Shirley Pelser, with over 10 years' working experience in various positions. I hope to prove to you that I can fit the needs of your company.

I held various positions such as Snr Taxation Clerk, Secretary, Girl Friday, Personal Assistant and Administrator which allowed me to develop many valuable skills such.

I have experience in Ms Office. My sincere motivation for wanting to apply for a suitable position is as follows. My keen eye for details and my skills as a meticulous, accurate worker can be utilized in any position. I consider myself to be an excellent team worker with the added advantage of being a responsible individual enjoying and taking initiative when the situation arises.

With my hardworking attitude and willingness to learn will I be suited to any position which available

Preferred occupation Administrators
 Administrative jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1972-10-29 (53 years old)

Residential location Gauteng

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

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

Working period	nuo 2018.11 iki 2019.06
Company name	Wolwekuil Farm
You were working at:	Administrators
Occupation	Admin
What you did at this job position?	General admin
Working period	nuo 2015.01 iki 2016.09
Company name	Hill Appointments
You were working at:	Administrators
Occupation	Jnr Consultant
What you did at this job position?	Screening of calls • Diary management • Answering of phone calls • Taking down messages • General admin • Interviewing candidates • Typing of cv's • Screening of cv's • Arranging interviews with clients • Liaising with candidates and clients
Working period	nuo 2007.08 iki 2012.06
Company name	Hill Appointments
You were working at:	Administrators
Occupation	Personal Assistant
What you did at this job position?	Screening calls • Diary management • Answering of phones • Taking down messages • Typing of cv's and general correspondence on Ms Word • Capturing of invoices of terms on in-house system • Liaising with temps and clients • Taking down of ad response • Filing of documents • Faxing of various documents • Capturing of information of applicantsGeneral admin • Ordering of stationary • Phoning for outstanding monies • Liaising with suppliers • Compiling of monthly statements
Working period	nuo 2001.10 iki 2007.05
Company name	Alive Juices
You were working at:	Secretaries
Occupation	Secretary
What you did at this job position?	Typing of various correspondence on Ms Word • Client liaison • Compiling of statements • Banking • Faxing of various documents • Data capturing • Invoicing of Brilliant Accounting • Debit & credits (basic) • Sales of products telephonically • Filing • Various other office duties • Assisting reps

Education

Educational period	nuo 1988.01 iki 1990.12
Educational institution	High School DF Malan, Crosby
Educational qualification	Matric

Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent
English	fluent	very good	very good

Computer knowledge

Ms Word (100 wpm, 100% accuracy)

Ms Excel

WordPerfect 5.1

Lotus 1.2.3

Brilliant (basic)

QuickBooks (basic)

Outlook Express

Internet Explorer

Recommendations

Contact person	Justin Hill
Occupation	Managing Member
Company	Ensured
Telephone number	0824416896
Email address	justin@ensured.co.za

Additional information

Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1997-01-00 (29 years)
Salary you wish	9000 R per month