



# 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)
Gender	Female
Residential location	Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

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 applicants General 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	<b>nuo 1988.01 iki 1990.12</b>
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