



Shaneen Willemse

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Admin Controller/Supervisor

Admin Clerk

Receptionist

Hard Working

Can work under pressure

Flexible

Team Player

Eager and willing to learn

Preferred occupation

Administrators

Administrative jobs

Contacts and general information about me

Day of birth

1989-08-13 (36 years old)

Gender

Female

Residential location

Upington
Northern Cape

Telephone number

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

Email address

Information is available only for registered users.
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Work experience

Working period

nuo 2019.06 iki 2021

Company name

OK Furniture Upington

You were working at:

Administrators

Occupation

Admin Contoller

What you did at this job position?

Supervisor(Assistant Manager) Cashing Up of Cashiers Contract
Checking Pay Summary Banking of Money
Administration(making sure all filing are done)

| | |
|------------------------------------|--|
| Working period | nuo 2017.02 iki 2018.12 |
| Company name | Vermax Chemicals |
| You were working at: | Receptionist |
| Occupation | Receptionist |
| What you did at this job position? | Invoicing and calculating of quotations for clients filing Ordering of Stock and also delivering of stock |

Education

| | |
|-------------------------|---------------------------------|
| Degree | Grade 12 / Matric |
| Educational institution | High School Carlton Van Heerden |

Languages

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

Computer knowledge

Microsoft Word and Excel

Additional information

| | |
|--------------------------|-------------------|
| Driver licenses | None |
| Salary you wish | R8000 R per month |
| How much do you earn now | 5500 R per month |