



Hettie Badenhorst

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Sir / Madam

I am an adaptable professional who has been consistently praised as diligent by my co-workers and management.

Over the course of my 25 year career, I have developed a skill set directly relevant to the Administrator role you are hiring for including confidential correspondence, customer service and general run of your practice.

Overall, I have consistently demonstrated communication, problem-solving and teamwork abilities in every aspect of my role as administrator and receptionist at Mazars Partnership and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit this organization.

Please contact me at 082 375 6610 or via email at jhrb1409@gmail.com to arrange a meeting.

Thank you for your consideration and I look forward to hearing from you soon.

Hettie Badenhorst

Preferred occupation

Receptionist

Administrative jobs

Administrators

Administrative jobs

Front Desk Agent

Administrative jobs

Personal assistant

Administrative jobs

	Secretaries Administrative jobs
	Switchboard operator Administrative jobs
	Debtors clerk Administrative jobs
Preferred work location	Bloemfontein Free State

Contacts and general information about me

Day of birth	1963-09-14 (62 years old)
Gender	Female
Residential location	Bloemfontein Free State
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2006.08 iki 2020.09
Company name	Mazars Partnership
You were working at:	Accountants
Occupation	Administrator & Receptionist
What you did at this job position?	First contact person, Customer relations, Telephonist, Promotions, Branding, Purchasing of monthly groceries and stationery, General Admn work
Working period	nuo 1995.01 iki 2006.07
Company name	JB Designs Studio
You were working at:	Architects, designers
Occupation	Own Company
What you did at this job position?	Assistant to Head Designer, Administration which includes Dt and Kt control, reception, Customer relations

Education

Educational period	nuo 1981.01 iki 1981.12
Degree	Grade 12 / Matric
Educational institution	Wessel Maree High School, Odendaalsrus
Educational qualification	Matric
I could work	Typist, Secretary

Educational period	nuo 1982.01 iki 1983.12
Degree	Certificate
Educational institution	Kroonstad Technical College
Educational qualification	National Secretarial Certificate, Private Secretary
I could work	Private Secretary, Personal Assistant

Languages

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

Computer knowledge

MS Word
MS Excel
Internet
3CX

Recommendations

Contact person Surica Victor
Occupation Company Accountant
Company Mazars Partnership
Telephone number 0622040682
Email address surica.victor@mazars.co.za

Contact person Zandra du Preez
Occupation Personal Assistant to a Partner
Company Mazars Partnership
Telephone number 0839377040
Email address zandra.dupreez@mazars.co.za

Contact person Mrs Sonette Boshoff
Occupation Managing Director
Company PHG Group
Telephone number 0845114640
Email address sonette@phggroup.co.za

Contact person	Andy Melville
Occupation	Branch Manager
Company	Smollens
Telephone number	0836305594
Email address	andy.melville@smollens.co.za

Additional information

Your hobbies	Reading Tennis Rock & mineral collecting
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1981-11-00 (44 years)
Salary you wish	17500 R per month