



Merinda Bester

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Home based data capturer or typist. I am detailed orientated. I fast learner and enjoy new challenges.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	West Coast Western Cape

Contacts and general information about me

Day of birth	1968-11-24 (57 years old)
Gender	Female
Residential location	West Coast Western Cape
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 1997.09 iki 2011.09
Company name	ABSA Bank
You were working at:	Banking
Occupation	Securities Clerk / Branch Administrator
What you did at this job position?	Checking and security documentation for correctness from Branches. General admin duties.As Administrator all admin duties, ordering of stationary.
Working period	nuo 1995.09 iki 1997.08
Company name	CRM (Corporate Risk Management
You were working at:	Secretaries
Occupation	Assistant Secretary
What you did at this job position?	Checking of documentation for correctness, Ordering stationery and travel arrangements. Filing and general admin duties and relief at receptionist.

Education

Educational period	nuo 1982.01 iki 1986.12
Degree	Grade 12 / Matric
Educational institution	Fairbain High School
Educational qualification	Grand 12 / Matric

Languages

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

Computer knowledge

Windows, Microsoft Office

Additional information

Your hobbies	Knitting, reading and baking.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1987-10-00 (38 years)