



# Gretchen Shenai Beukes

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I have extensive experience in performing administrative duties and operational functions required to run a business or organization department.

I have very good computing skills, ad advance skills and knowledge in most of the industry standard computer software, Including the Microsoft Office Suite

I can organize work on an independent level.

I have experience in compiling and maintaining transactions within business, entering and recording orders for goods and services.

I have excellent teambuilding and interpersonal skills. I can fit and blend in to a team atmosphere quickly and seamlessly.

I also have excellent problem solving, analytical and decision-making skills.

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Kahtu  
North West

## Contacts and general information about me

Day of birth                                      1995-05-12 (30 years old)

Gender    Female

Residential location                              Kathu  
Northern Cape

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

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

## Additional information

Salary you wish                                      R20 000 R per month

How much do you earn now                      R13 125 R per month