



Sanet Venter

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a highly motivated, confident individual with exceptional multi-tasking and organization skills. Able to exhibit confidentiality, discretion, tact, diplomacy and professionalism when dealing with regional director, deputy directors, assistant directors, senior managers, etc. Possessing a proven ability to help the regional director to make the best use of her time by dealing with the secretarial and administrative tasks. Possessing a proven ability to help the secretaries, admin assistants to assist their deputy directors, assistant directors and managers to submit weekly, monthly reports on time. I have a Bachelor Degree in Business Administration, i am currently doing my Honours in Public Administration, still have two subjects left.

Ready and qualified for the next stage in a successful career. Currently looking for a new challenge in a different environment with an ambitious company.

Preferred occupation	Team leader Management, human resources jobs
Preferred work location	Brits North West

Contacts and general information about me

Day of birth	1980-05-08 (44 years old)
Gender	Female
Residential location	Brits North West
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

Additional information

Salary you wish	R42 000 R per month
How much do you earn now	R40 000 R per month