



Jamielee Osman

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a highly organized, meticulous and professional Administrative Assistant / Supervisor. I have extensive experience in corporate office environment. I am able to adapt to various situations and circumstances.

□ My primary roles and responsibility include:

□ Overseeing, preparing and maintaining vehicle sales teams deal folder.

□ Manage vehicle stock

□ Professionally interacting with clients, managers and staff members on all levels.

□ Manage and co-ordinate company vehicles for management and sales staff.

□ Co-ordinate staff meetings and functions

□ Co-ordinate vehicle orders for dealership

□ Manage drivers

□ Handle and solve customer complaints

□ Communicate professional to client's management, suppliers and staff.

□ I am dedicated and diligent

□ Great team player / supervisor

SKILLS

□ Excellent communication and interpersonal skills

□ Effective time management

□ Efficient document filing

□ Excellent telephone skills

□ Proficient in Office suite – MS Office

Preferred occupation

Administrators
Administrative jobs

Preferred work location

Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth

1986-10-09 (39 years old)

Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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	25000 R per month
How much do you earn now	23300 R per month