



Cecilia Dawelina Erita Terblanche

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative, secretary, personal assistant.

My asset for a business:

I am neat and punctual with my work.

I am friendly and hardworking, will always make time for helping people.

I am loyal to my employers and clients and will never discuss personal information outside the workplace.

I always have the client's interests at heart.

I am a very honest person (which is not always a good quality).

I am an extrovert.

Knowledge in the following programs:

MS Office

Caseware

Taxware

Pastel (Haven't worked on pastel for a long time, but learning very quick)

Qualifications:

PRAC01W (Accounting) – Year course completed and passed

VATX013 (VAT) – Year course completed and passed

Preferred occupation	Secretaries Administrative jobs
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Debtors clerk Administrative jobs

Preferred work location	Kathu Northern Cape
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Contacts and general information about me

Day of birth	1998-09-17 (27 years old)
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Gender	Female
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Residential location

Vryburg
North West

Telephone number

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

Email address

Information is available only for registered users.
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Additional information

Salary you wish

15000 R per month

How much do you earn now

9000 R per month