



Tashlyn Puckree

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I regard myself as being very tech savvy with excellent admin and customer service skills. I have experience using various tools such as Microsoft word, excel and PowerPoint; outlook and Gmail; PDF and PDF editing; electronic diary systems, Zoho, Zoom etc.

I qualified as a TEFL online teacher, and I believe that this has impacted my English skills immensely in a positive way. I have a higher certificate in Business Principles and Practices, and I am currently studying toward a degree in Psychology. I have over 7 years of admin experience. I have virtual assistance, virtual management experience as well extensive data capturing experience. I also train and recruit admin staff.

I have been a Practice Manager for a Psychology firm for the past 5 years with 3 of them being virtual. I have vast experience in administration, personal assistance, diary management, billing, data entry and very importantly, customer service.

I have great knowledge when it comes to therapy, diagnostic and developmental assessments, Educational Psychology assessments, parent support, group therapy and much more.

I have experience using Wordpress, CANVA, Tik Tok, Facebook and Instagram.

I am flexible, hard-working, and efficient. I take pride in my work and can meet deadlines effectively. I am able to work on a fast paced, high-pressure environment which I handle with a cool and calm attitude.

I am always willing to learn and broaden my knowledge. I would love the opportunity to work for you and offer my time and skills to your company.

Preferred occupation
Data capturers
Administrative jobs

Preferred work location
Empangeni
KwaZulu-Natal

Contacts and general information about me

Day of birth
1995-08-28 (30 years old)

Gender
Female

Residential location
KwaGingindlovu
KwaZulu-Natal

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 13500 R per month

How much do you earn now 12000 R per month