



Christelle Botha

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm hard-working outgoing Administrator who sees the whole team as a family. Having more than 11 years' experience as a Personal Assistant, Project Administrator and Document Controller, I believe it gives me the advantage to perform my duties. I have been taught to take extreme ownership of my environment; it gives me a sense of pride knowing my abilities to perform my duties correctly can make others look good. Administration is often overlooked as a mediocre job; however, I firmly believe it is the backbone of any successful operation. Given the chance I would like to excel to a Managerial / Team Leader position. If I see a gap which I know I have the ability to fill, I will do so without second guessing. This has led me to take on more functions than required. Occasionally I do tend to rearrange the office space - they do say change is as good as a holiday. I don't particularly enjoy office politics as I feel it is distracting. We are there to perform a function, not belittle or judgementally discuss co-workers.

If you are willing to give me a chance, I will try my utmost to perform my duties and tasks to the best of my ability while maintaining a healthy balanced work-home life.

Preferred occupation

Administrators
Administrative jobs

Team leader

Management, human resources jobs

Preferred work location

Middelburg
Mpumalanga

Pretoria / Tshwane

Gauteng

Contacts and general information about me

Day of birth 1990-07-27 (35 years old)

Gender Female

Residential location Middelburg
Mpumalanga

Email address *Information is available only for registered users.*
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Work experience

Working period	nuo 2023.01 iki 2023.12
Company name	Obsideo Consulting
You were working at:	Administrators
Occupation	Site Administrator
Working period	nuo 2021.07 iki 2023.12
Company name	Sukuma Engineering
You were working at:	Administrators
Occupation	Site Administrator
Working period	nuo 2015.09 iki 2021.06
Company name	SSG Khulisa
You were working at:	Administrators
Occupation	Site Administrator & Document Controller

Education

Educational period	nuo 2013.01 iki 2015.10
Degree	Diploma
Educational institution	Oxbridge Academy
Educational qualification	Diploma in Project Management

Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent
English	fluent	fluent	fluent

Additional information

Your hobbies	Running Reading Arts & Crafts - DIY Gardening Traveling Cooking
Driver licenses	B Light Vehicle ≤ 3,500kg
Salary you wish	30000 R per month
How much do you earn now	35000 R per month