



# Darian Van Coller

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Admin / PA job.

I am loyal and honest and hard working and well-driven. I like neatness and completing tasks with utmost accuracy.

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Harrismith  
Free State

## Contacts and general information about me

Day of birth                                      1994-03-20 (30 years old)

Gender    Female

Residential location                              Harrismith  
Free State

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

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

## Work experience

Working period                                      **nuo 2014.05 iki 2017.05**

Company name                                      Mountainview Inn

You were working at:                              Receptionists

Occupation    Receptionist

What you did at this job position?      Bookings, filing, payments, telephone calls. General admin and reception duties

  

Working period                                      **nuo 2017.05 iki 2018.08**

Company name                                      Healthworks Medical and Dental Centre

You were working at:                              Receptionists

Occupation    Receptionist and PA

What you did at this job position?      General reception and PA duties, medical aid claims etc

Working period	<b>nuo 2018.09 iki 2024</b>
Company name	Dr JW Du Preez
You were working at:	Receptionists
Occupation	Debtors/creditors and claims clerk until Receptionist from 2020
What you did at this job position?	Accounts, medical aid claims, reception duties, bookings

### Education

Educational period	<b>nuo 2008.01 iki 2012.11</b>
Degree	Grade 12 / Matric
Educational institution	Harrison School
Educational qualification	Matric

Educational period	<b>nuo 2013.02 iki 2014.03</b>
Degree	Some Schooling
Educational institution	Rhodes University
Educational qualification	First Year

### Languages

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

### Computer knowledge

Experience with Microsoft Word and medical aid EDI programme

### Conferences, seminars

-

### Recommendations

Contact person	Johan Muller
Occupation	Owner
Company	Mountainview Inn
Telephone number	0716123768
Email address	mountainviewinn@mighty.co.za

### Additional information

Your hobbies	Photography, writing, horseriding
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2017-02-00 (7 years)
Salary you wish	15000 R per month

How much do you earn now

11000 R per month