



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 (31 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.*
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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 | nuo 2018.09 iki 2024 |
| 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 | nuo 2008.01 iki 2012.11 |
| Degree | Grade 12 / Matric |
| Educational institution | Harrison School |
| Educational qualification | Matric |

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2013.02 iki 2014.03 |
| 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

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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 (8 years) |
| Salary you wish | 15000 R per month |

How much do you earn now

11000 R per month