



# Simone Pieters

Curriculum Vitae (CV)

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

The job I am looking for is one that allows me to utilize my diverse skill set in administration, sales, and customer service in a remote setting. My positive points include:

**Strong Work Ethic:** I am dedicated and committed to delivering high-quality work in every task I undertake, ensuring that deadlines are met and objectives are achieved.

**Adaptability:** I have demonstrated the ability to adapt quickly to new environments and technologies, allowing me to thrive in diverse work settings and remote work arrangements.

**Excellent Communication Skills:** With proficiency in both Afrikaans and English, I possess excellent verbal and written communication skills, enabling effective collaboration with colleagues and clients.

**Versatile Computer Skills:** I am proficient in various computer applications, including Microsoft Office Suite, Pastel, Virtual Card Services, OPERA PMS, PICS software, ADP, Google Sheets, BambooHR, and Microsoft To-Do, allowing me to efficiently manage tasks and workflows remotely.

**Experience in Remote Work:** Having worked remotely in previous roles, such as at Gobolt and ADIOS, I am well-equipped to handle administrative tasks, manage databases, and ensure compliance with policies and procedures without direct supervision.

**Multitasking Abilities:** With experience in handling multiple responsibilities simultaneously, such as HR administration, lead generation, reservation management, sales, and customer service, I am capable of managing diverse tasks efficiently and effectively.

Overall, I am seeking a remote position where I can leverage my skills and experiences to contribute to the success of the organization while embracing the flexibility and autonomy of remote work.

Preferred occupation

Administrators

Administrative jobs

Sales consultant

Sales jobs

HR specialists

Management, human resources jobs

Data capturers

Administrative jobs

Customer care agent

	Administrative jobs
	Receptionist Administrative jobs
Preferred work location	Remote Gauteng

### Contacts and general information about me

Day of birth	1993-12-30 (32 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	fluent	very good

### Computer knowledge

Proficient in Microsoft Office Suite: Word, Excel, Outlook.

- Experienced in using financial software such as Pastel and Virtual Card Services.
- Familiar with OPERA PMS (Property Management System) for hospitality management.
- Skilled in utilizing PICS (Productivity, Insight, Cash-flow, and Sales) software.
- Knowledgeable in ADP (Automatic Data Processing) for human capital management.
- Competent in Google Sheets for collaborative data management.
- Experienced with BambooHR for human resources management.
- Proficient in Microsoft To-Do for task organization and management.

### Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2015-00-00 (11 years)
Salary you wish	35000 R per month
How much do you earn now	22000 R per month