



Terri Leigh Anderson

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administrative position, I have 8 years administrative experience , I am accurate and trustworthy. I do everything to the best of my ability. I always strive to produce quality work. I am able to work in a team or individually. I am very helpful ,eager to learn and I also learn quickly. I enjoy administrative work and it's something I would love to do ,but to also grow within a company, eventually I would love to be in an HR role.

Preferred occupation	Administrators Administrative jobs
Preferred work location	West Rand Gauteng

Contacts and general information about me

Day of birth	1995-06-28 (30 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2014.12 iki 2023.03
Company name	Nedbank
You were working at:	Banking
Occupation	Credit Support Administrator
What you did at this job position?	Document collation, student loan and overdrafts payouts, escalation boxes, quality assurance, pre agreement and agreement documents.

Working period	nuo 2014.02 iki 2014.11
Company name	Cafe Nes
You were working at:	Waiters, waitresses
Occupation	Waitress
What you did at this job position?	Greet and seat patrons, take orders accurately, communicate with kitchen staff, cleaning and setting tables.

Education

Educational period	nuo 2009.01 iki 2013.11
Educational institution	West Ridge High School
Educational qualification	Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

I have experience with the whole Microsoft Office Suite.

Additional information

Salary you wish	13000 R per month
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