



Heather Van Zyl

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am seeking employment in the following fields: Secretarial/Personal Assistant/Administrative/Data Capturing positions/HR assistant

My strong points are:

- * Computer Literate - MS Word, MS Excel, MS Powerpoint, MS Outlook, SAGE and Zoho CRM
- * Fast and accurate typing skills - I type between 90-120 wpm
- * Attention to Detail
- * Planning & organising events/functions (from small to large functions). This has always been the best part of my working career. From work functions to private functions, which include weddings - I thoroughly enjoy.
- * Excellent Time Keeping - I have always made it a priority to not arrive late for work
- * Excellent organisational skills
- * Office management - looking after office supplies, kitchen supplies, staff records+files, Policies & Procedures, Team Building activities, Asset register and general office tasks
- * HR tasks, from organising staff files, keeping records, typing of contracts, minute taking for disciplinary hearings, and general HR duties
- * Repetitive typing and uploading of data on spreadsheets
- * Quick learner and can work unsupervised

I always strive for perfection in all that I do and pride myself on good work ethics.

I am always willing to go the extra mile to complete the job on hand.

I am a honest and hard-worker, with my own reliable transport.

Preferred occupation

Administrators
Administrative jobs

Personal assistant
Administrative jobs

Data capturers
Administrative jobs

Preferred work location

Durban
KwaZulu-Natal

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1962-06-06 (63 years old) |
| Gender | Female |
| Residential location | Outer West Durban Area Drummond KwaZulu-Natal |
| 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 |

Additional information

| | |
|--------------------------|------------------------|
| Salary you wish | R15,000.00 R per month |
| How much do you earn now | R13,000.00 R per month |