



Deone Hanekom

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Hiring Manager,

I am writing to express my interest in the administrative, au pair, or waitressing positions available at your esteemed company. With a degree in Dramatic Arts and qualifications as a nanny, I bring a unique blend of organizational skills, creativity, and a passion for providing exceptional service.

In my previous roles, I have developed strong organizational and multitasking abilities, which are essential for any administrative position. My experience in coordinating schedules, managing communications, and handling various office tasks has honed my ability to maintain efficiency and accuracy.

As a qualified nanny, I have demonstrated my capability in creating engaging and supportive environments for children, showcasing my adaptability, patience, and strong interpersonal skills. These traits, combined with my background in dramatic arts, allow me to connect with people effectively and manage diverse responsibilities with enthusiasm and creativity.

In waitressing roles, I have excelled in providing excellent customer service, handling high-pressure situations with grace, and ensuring a positive dining experience for patrons. My strong communication skills and ability to remain calm under pressure make me well-suited for fast-paced and customer-focused environments.

I am eager to bring my diverse skill set and positive attitude to your team. I am confident that my background and abilities will enable me to contribute effectively to your company. Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with your needs.

Sincerely,

Deoné Hanekom

Preferred occupation

Receptionist

	Administrative jobs
	Other jobs
Preferred work location	Potchefstroom North West

Contacts and general information about me

Day of birth	2002-09-17 (23 years old)
Gender	Female
Residential location	Potchefstroom North West
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 2021.01 iki 2024.01
Company name	Mediclinic
You were working at:	Administrators
Occupation	Administrative assistant
What you did at this job position?	Admin duties

Education

Educational period	nuo 2016.01 iki 2020.12
Degree	Grade 12 / Matric
Educational institution	Potchefstroom Gimnasium
Educational qualification	Matric

Languages

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

Computer knowledge

Microsoft
Excel
Word
Google docs
Wps

Additional information

Driver licenses	None
Salary you wish	R2000 R per month
How much do you earn now	R0 R per month