



Debbie Greeff

Curriculum Vitae (CV)

What job i'm looking for? My positive points

TO SECURE A CHALLENGING AND FULFILLING ROLE IN A CUTTING-EDGE BUSINESS WHERE I CAN APPLY MY KNOWLEDGE AND EXPERIENCE TO SUPPORT THE EXPANSION AND SUCCESS OF THE FIRM.

I am a dedicated, vivacious, trustworthy, and diligent professional with a strong work ethic. I thrive in dynamic situations and am committed to lifelong learning. I'm fun-loving, passionate, and take pride in honesty, dedication, and integrity. I believe that positive relationships with clients and colleagues are crucial for a company's success.

Preferred occupation	Personal assistant Administrative jobs
	Administrators Administrative jobs
	Data capturers Administrative jobs
	Receptionist Administrative jobs
Preferred work location	Upington Northern Cape
	Somerset East Eastern Cape

Contacts and general information about me

Day of birth	1972-02-19 (53 years old)
Gender	Female
Residential location	Somerset East Eastern Cape
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 2021.06 iki 2022.03
Company name	Lewis Stores
You were working at:	Other jobs
Occupation	Training Branch Manager
What you did at this job position?	Compiling financial data, credit histories, and loan applications. Overseeing daily activities for efficient resource allocation and job execution. Using data-driven insights for informed staffing decisions. Identifying new company prospects and expanding locations. Proactively managing team duties and ensuring high-quality service. Ensuring timely filing and adherence to supervisors and regulatory bodies. Employing efficient sales techniques to exceed expectations and meet branch goals. Fortifying ties with important clients for long-term partnerships and revenue development.
Working period	nuo 2021.06 iki 2022.03
Company name	Nxuba Wind Farm
You were working at:	Other jobs
Occupation	Administrative clerk to Project Manager
What you did at this job position?	Daily assistance to co-workers and staff. Organization and detail-oriented work ethic. Managed file system and data input. Provided clerical support to corporate workers. Handled document copying, faxing, and filing. Routed business correspondence and documents. Communicated with divisions and staff. Completed forms, reports, logs, and records quickly. Handled HR-related documents.

Education

Educational period	nuo 1985.01 iki 1989.12
Degree	Grade 12 / Matric
Educational institution	High School Piet Retief
Educational qualification	National Certificate Grade 12
I could work	Office Administration

Languages

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

Computer knowledge

PARADIGM

SMART ADVICE

XPLAN

ASTUTE

MS OFFICE

Recommendations

EXCEL

Contact person

RAPTOR

professional references upon request

Additional information

INTERESTS

READING
CROSSWORD PUZZLE SOLVING
HISTORICAL DOCUMENTARIES
WATCHING
MUSIC LISTENING
ANIMAL DEVOTION
NATURE WALKS, PHOTOGRAPHY
BAKING, GARDENING

Driver licenses

EB Articulated Light Vehicle \leq 3,500kg

Driver license from

2002-07-00 (23 years)

Salary you wish

15000 R per month