



Elzane Du Plessis

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am currently looking for administrative jobs hoping to improve my skills as a administrator.

My strong points is as follow.

Good communication skills.

Very friendly.

Work well with clients.

Work well under pressure.

Learn fast.

Always open to learn new skills.

Preferred occupation	Administrators Administrative jobs
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Contacts and general information about me

Gender	Female
Residential location	Upington Northern 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 2020.06 iki 2022.07
Company name	Department of Social Development
You were working at:	Secretaries
Occupation	Secretary/Screeener
What you did at this job position?	Helping clients with inquiries,screening clients.

Working period	nuo 2023.08 iki 2024.07
Company name	Katamba Restaurant
You were working at:	Waiters, waitresses
Occupation	Waitress
What you did at this job position?	Assisting and serving clients

Working period **nuo 2024.07 iki 2025.01**

Company name Abcr Hrd Consultants

You were working at: Administrators

Occupation Administrator

What you did at this job position? Handling the day-to-day administration of an office system function.

Education

Educational period **nuo 2006.01 iki 2018.12**

Degree Grade 12 / Matric

Educational institution Combined School Rietfontein

Educational qualification Grade 12

Languages

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

Computer knowledge

Excellent I have a Basic Computer Training Certificate.

Recommendations

Contact person	Charmelle Sebastian
Occupation	Office Manager
Company	Abcr Hrd Consultants
Telephone number	+27 76 374 6715
Email address	Info@abcr.co.za
Contact person	Donovan Balets
Occupation	Manager
Company	Katamba
Telephone number	+27 81 814 8601

Additional information

Your hobbies Learning new skills
Exercise
Reading
Meditating

Driver licenses None

Salary you wish 10 000 R per month

How much do you earn now 7000 R per month