



# Helen Kruger

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

During my tenure as an office administration manager, I honed my skills in Operations Management by overseeing and optimizing office procedures to enhance efficiency. This experience has prepared me well for executive assistant position, where I can apply these skills to manage administrative tasks and support operational needs effectively. In addition, my experience in office administration has equipped me with the ability to prepare detailed and comprehensive operational reports.

My strengths in time-management, teamwork, and communication further align with the requirements of the executive assistant position. Effective time-management. During my tenure as an office administration manager, I honed my skills in operations management by overseeing and optimizing office procedures to enhance efficiency. This experience has prepared me well for the executive assistant role, where I can apply these skills to manage administrative tasks and support the organisations operational needs effectively. This skill is essential for the executive assistant role.

Finally, strong communication skills will enable me to liaise effectively with various stakeholders, including parents, staff, and external partners, fostering a transparent and responsive administrative environment. I am eager to contribute to your mission by ensuring that the administrative operations support the CEO and organization effectively. My teamwork skills are integral in collaborating with staff to achieve common goals and support CEO's success.

Preferred occupation	Administrators
	Administrative jobs
	Personal assistant
	Administrative jobs
Preferred work location	Harrismith
	Free State
	Bethlehem
	Free State

## Contacts and general information about me

Day of birth	1985-01-19 (40 years old)
Gender	Female
Residential location	Harrismith

Free State

Telephone number

*Information is available only for registered users.*  
[Sign in](#)

Email address

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#### **Additional information**

Salary you wish 25000 R per month

How much do you earn now 22000 R per month