



# Janet Van Whye

Curriculum Vitae (CV)

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

I am currently unemployed. I'm a very hard worker and have a lot of experience. To share In Administrative Management and Supervision field I enjoy working with people of different race groups. I am a people's person. And have a lot of time and experience to offer to the company. I have learnt and learnt from past mistakes as well .

With my maturity I am a good leader and I am willing to learn new things. if I get this job I will work to the best of my ability.

My duties should entail hiring of staff disciplinary enquiries. Assistant to the Manager. Month end reports. Sending updates to Head Office on a regular basis via email and telephonically. Incharge of the Fitting and Feature register ordering of stationery.

Control of Petty Cash Enrolling staff on the finger tech machine. Ensure smooth running of the warehouse. Time keeping of staff. Updating of staff's POE files. Mostly stock counting and daily cycle counts. ect.

Preferred occupation                      Administrators  
Administrative jobs

Manager  
Retail, store jobs

Preferred work location                      KwaZulu-Natal

## Contacts and general information about me

Day of birth	1972-07-03 (53 years old)
Gender	Female
Residential location	KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Additional information

Salary you wish	10.000 R per month
How much do you earn now	Unemployed R per month