

Ulandie Loubser

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a self motivated, trustworthy and a determined individual. I pride myself in providing superior service to all. I am reliable, eager to learn, dynamic and always eager to go the extra mile. I pride myself on being excellent and effective in what I do. You will find me to be well-spoken, energetic, confident and personable, the type of person on whom you will rely. I am confident that you will be pleased with the skills and experience portrayed in the accompanying resume.

CAREER AIMS:

I would like to find a position which suits my abilities and where I can serve in a settled and dedicated manner. I am a “team person” and would like to form part of a dynamic organization. I recognize that my happiness lies in ensuring the well-being and success of the company I work for. I am prepared to participate in any training that might increase my effectiveness as an employee for your company, for the company as well as my own personal enrichment.

Preferred work location Northern Suburbs
Western Cape

Contacts and general information about me

Day of birth 1970-12-21 (55 years old)

Residential location **Northern Suburbs**
Western Cape

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 1988.01 iki 2016.03
Company name	Servest Hygiene
You were working at:	Administrators
Occupation	Frontline Receptionist
What you did at this job position?	<p>Duties: Operating a very busy corporate switchboard on a daily basis Receiving clients at reception Taking down messages / send via email or written Updating of telephone list and extensions internally Sending and receiving of faxes / fax to email Scanning POD's / OEIN invoices to Virtual Postman Assisting Creditors/sales consultants/Sales-OPS-Branch Managers/OPS Director Binding of documents/pricelists/brochures, ect. Coping of creditors documentation – JHB – payment Courier/sending and receiving Distributing/managing/ordering of monthly stationery and quotes / groceries Completion of all new user forms/Accpac-email access Ordering toner/fax machine-printers/call logging on maintenance for printers/meter readings on monthly basis Ordering of business cards-CPT Printing of customer portfolios Filing of stock sheets/training forms/company agreements/commissions sheets Managing the marketing store Preparing files/filing covers/labels/tabs Maintaining our phone system /printing of phone records on request Completing company data information forms Giving training to staff that assists on switchboard/printers/handsets Compiling / updating Health & Safety files /vehicle files /HACCP files Assisting with OE controller, whereby I log all orders placed and confirm delivery thereof with client Assisting with creating of various Operational spreadsheets e.g. Delivery check trip sheets, Driver's log sheets, etc. Surfing the net, when instructed by management for information Managing any other general admin duties as required from time to time</p>

Education

Educational period	iki 1987.12
Degree	Grade 10

Languages

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

Computer knowledge

ACCPAC VERSION 5.6
 VIRTUAL POSTMAN
 MICROSOFT EXCEL
 MICROSOFT WORD
 EMAIL-MICROSOFT LOOKOUT
 INTERNET

Additional information

Driver licenses	None
Salary you wish	10000.00 R per month
How much do you earn now	8500.00 R per month