



Elizabeth Steyn

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I believe I would be an ideal candidate for the role. I have excellent word processing, Microsoft Office, filling and data processing skills, pastel, answer calls and reception duties.

I am a very honest and mature person; I have good integrity with excellent people skills, whether working alone or in a group. I am a motivated and well organized person. I work well under pressure and learn very quickly. I Love new Challenges.

I am a reliable and efficient worker who is always willing to go the extra mile with the team when an urgent tasks needs to be completed. I communicate confidently with managers and support them efficiently with typing, report writing and any other administration needs.

I would be very pleased to work for your company and would be grateful for the opportunity to discuss my skills and abilities more at the interview. I can be contacted on 082 414 3293 or at liezel.steyn@gmail.com at any time if you wish to take my application forward.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1976-01-20 (49 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2015.01 iki 2016**
 Company name DNDM Electrical CC
 You were working at: Electricians
 Occupation Personal Assistant / Admin
 What you did at this job position? • Daily diary appointment management • Office Administration
 • Stock Control • Stock Ordering

Working period **nuo 2013.09 iki 2015.12**
 Company name Bridging Telecoms Consulting
 You were working at: Administrators
 Occupation Finance Officer
 What you did at this job position? • Customer Liaison • Staff Salaries • Debt Collections • Office
 administration • Daily Excel Reports

Education

Educational period **nuo 1987.01 iki 1992.11**
 Degree Grade 9
 Educational institution High school Voortrekker hoogte

Languages

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

Computer knowledge

Widows
 Microsoft office
 Pastel
 Google
 Gmail

Additional information

Your hobbies Hiking
 Reading
 Research
 Movies
 Camping
 Driver licenses None
 Salary you wish 10000 R per month
 How much do you earn now 9500 R per month