



# Lerissa Gunkel

Curriculum Vitae (CV)

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

I am looking for a company where i can grow and further enhance my abilities to help me overcome the challenges in today's working world. i am currently pursuing a Bachelor Degree in Law.and would really enjoy obtaining a position in such an environment to teach me the basic knowledge required in this field. however i am a flexible individual who can adjust to almost any environment.

i am currently employed as a Branch Coordinator at a Recruiting Agency and have since greatly developed my administration and people skills. i work with Microsoft Office on a daily basis and it has now become as a second nature to me. my organizational skills are exceptional, my telephone etiquette will leave an almost definite positive impression of any Company and i take extremely high pride in my appearance. i can work independently with minimum supervision as well as in a team. i work easily with people of all races,backgrounds and cultures.

should i meet the requirements of your Company, please do not hesitate to Contact me on the provided contact details. i am certain not to leave you disappointed. thank you for taking the time to review my profile.

Preferred occupation

Administrators  
Administrative jobs

Secretaries  
Administrative jobs

Receptionists  
Administrative jobs

Preferred work location

Midlands  
KwaZulu-Natal

## Contacts and general information about me

Day of birth

1992-08-22 (33 years old)

Gender

Female

Residential location

Midlands  
KwaZulu-Natal

Telephone number

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

Email address

*Information is available only for registered users.*

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### Work experience

Working period	<b>nuo 2016.03 iki dabar</b>
Company name	Greys Western Star ( Greys Recruitment Agency)
You were working at:	HR specialists
Occupation	Branch Coordinator
What you did at this job position?	Answering a busy switchboard, All administrative duties, managing gardening and office staff, housekeeping when necessary, debt collections, Handling all Temp Staff and queries, Ensuring all staff fill out Attendance registers, Ensuring all candidates are filling in registration forms correctly, managing all Office keys, keeping records of all stationery and office supplies, taking minutes in monthly meetings, providing quotations to all outsourcing Clients, applying for Tenders, Sourcing CV's for Consultants, Working on small specs for Consultants

### Computer knowledge

Microsoft Office

### Additional information

Salary you wish	7500 R per month
How much do you earn now	5200 R per month