

# Loretta Van Zyl

## Curriculum Vitae (CV)

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

I communicate well with clients in both English and Afrikaans. My health is in excellent condition, I don't have small children which prevents the issue of taking time off to take kids to the doctor or school. Diligent, detail orientated Office Administrator knowledgeable of all office functions

- ☐ Excels at multi-tasking in a fast paced office environment, completing projects within time and budget constraints
- ☐ Superior telephone, customer service and computer skills with experience in MS Word, Excel, PowerPoint and Pastel Invoicing.
- ☐ Internal sales representative with a history of exceeding employer expectations. Enjoy talking to people and establishing a long-term, loyal customer base.
- ☐ Rental Agent at Huizemark Estate agency rental of residential and commercial properties. Received award and certificate as rental agent of the year 2013. Also received certificate for Excellent performance and Most Driven Agent.
- ☐ I have the ability to build good client relationships.

Preferred work location      Sedibeng  
Gauteng

Johannes  
Gauteng

## Johannesburg Gauteng

## Contacts and general information about me

Day of birth 1966-12-25 (59 years old)

Residential location Sedibeng  
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                     | <b>nuo 2014.07 iki 2016.04</b>   |
| Company name                       | Freshbake  |
| You were working at:               | Administrators   |
| Occupation                         | Receptionist/telesales   |
| What you did at this job position? | Telesales, invoicing, switchboard, general admin duties, MS Word and Excel |

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2012.10 iki 2014.06</b>  |
| Company name                       | Huizemark Estate Agents   |
| You were working at:               | Administrators  |
| Occupation                         | Rental agent  |
| What you did at this job position? | Renting of commercial and residential properties. Also achieved Rental Agent of the year award. |

### **Education**

|                         |                          |
|-------------------------|--------------------------|
| Educational period      | <b>nuo 1980 iki 1984</b> |
| Degree                  | Grade 12 / Matric        |
| Educational institution | Gimnasium Highschool     |

### **Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| English         | fluent                | fluent                     | fluent               |
| Afrikaans       | fluent                | fluent                     | fluent               |

### **Computer knowledge**

|  |
|--|
| Pastel Partner                             |
| Microsoft Office (Word, excel, PowerPoint) |
| SASAMS                                     |

### **Recommendations**

|                  |              |
|------------------|--------------|
| Contact person   | Jakes Jooste |
| Occupation       | Owner        |
| Company          | Freshbake    |
| Telephone number | 071 440 6343 |

|                  |                |
|------------------|----------------|
| Contact person   | Lize Grobelaar |
| Occupation       | Owner          |
| Company          | Huizemark      |
| Telephone number | 083 378 8013   |

### **Additional information**

Your hobbies  
Horse riding  
Gardening  
Reading  
Sport

Driver licenses  
B Light Vehicle ≤ 3,500kg

Driver license from  
1985-01-00 (41 years)

Salary you wish  
R15000.00 R per month