



# 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 witch 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 occupation                      Secretaries  
   Administrative jobs

Preferred work location                      Sedibeng  
   Gauteng  
  
   Johannesburg  
   Gauteng

## Contacts and general information about me

Day of birth	1966-12-25 (59 years old)
Gender	Female
Residential location	Sedibeng Gauteng
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>

## Work experience

Working period **nuo 2014.07 iki 2016.04**  
 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 **nuo 2012.10 iki 2014.06**  
 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 **nuo 1980 iki 1984**  
 Degree Grade 12 / Matric  
 Educational institution Gimnasium Highschool

#### Languages

Language	Speaking level	Understanding level	Writing level
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  $\leq$  3,500kg

Driver license from

1985-01-00 (41 years)

Salary you wish

R15000.00 R per month