



# Lizette Haynes

Curriculum Vitae (CV)

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

I am looking for a job that will challenge me as a person. I am very hardworking and a quick learner. I enjoy anything that challenges me intellectually. If i do not know how to do something i accept it as a challenge and do research by asking around and making use of any available resources to learn. i enjoy working on budgets. I also enjoy working with people. I am capable of working alone as well as in a team.

Preferred occupation	Accountants Finance jobs
	Administrators Administrative jobs
Preferred work location	Cape Town Western Cape
	Northern Suburbs Western Cape

## Contacts and general information about me

Day of birth	1984-12-16 (41 years old)
Gender	Female
Residential location	Northern Suburbs Western Cape
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	<b>nuo 2006.12 iki 2008.12</b>
Company name	Mould Med recruitment agency
You were working at:	Administrators
Occupation	Administration Clerk
What you did at this job position?	Administrative Duties

Working period	<b>nuo 2009.01 iki dabar</b>
Company name	Tygerberg Hospital
You were working at:	Administrators
Occupation	Senior Administration Clerk
What you did at this job position?	Nursing Administration, budgets, attendance

### **Education**

Educational period	<b>nuo 2003.01 iki 2006.12</b>
Degree	Diploma
Educational institution	Cape Peninsula University of Technology
Educational qualification	National Diploma: Management
Educational period	<b>nuo 2010.01 iki 2013.12</b>
Degree	Degree
Educational institution	Cape Peninsula University of Technology
Educational qualification	Btech: Business Administration

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
Afrikaans	fluent	fluent	fluent
English	very good	very good	very good

### **Computer knowledge**

- MsOffice (Word, Excel, PowerPoint, Publisher)
- NIMS (Nursing Information Management Systems)
- BAS (Basic Accounting System)

### **Conferences, seminars**

- Certificate in Conversational Xhosa (2006)
- Certificate in Time Management Skills (2012)
- Certificate in Problem Solving and Analysis (2012)
- Certificate in Junior Management (2013)
- Certificate in Excel Level 1,2&3 (2013)
- Certificate in Word Level 1,2&3 (2014)
- Certificate in Nursing Information Management System (2014)
- Certificate in Introduction to BAS (2016)

### **Recommendations**

Contact person	Sylvia Henry
Occupation	Deputy Manager: Nursing
Company	Tygerberg Hospital
Telephone number	021 938 4000
Email address	sylvia.henry@westerncape.gov.za

#### **Additional information**

Your hobbies	I enjoy singing and dancing I sing at functions (weddings, concerts birthday parties)
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2010-06-00 (15 years)
Salary you wish	18000 R per month
How much do you earn now	13000 R per month