



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
Preferred work location	Administrators
	Administrative jobs
	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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2006.12 iki 2008.12
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 **nuo 2009.01 iki dabar**
 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 **nuo 2003.01 iki 2006.12**
 Degree Diploma
 Educational institution Cape Peninsula University of Technology
 Educational qualification National Diploma: Management

Educational period **nuo 2010.01 iki 2013.12**
 Degree Degree
 Educational institution Cape Peninsula University of Technology
 Educational qualification Btech: Business Administration

Languages

Language	Speaking level	Understanding level	Writing level
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