



Belinda Taljaard

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Herewith a short introduction on a personal note.

I have in my career accumulated a few years as a office assistant,admin clerk,worked in the creditors department,reception/switchboard and girl Friday if you may.

Front desk reception and other administrative tasks are just some of the tasks that I have performed on a friendly and professional manner, receiving clients and assist with inquiries.(A reference letter available on request)

I am a loyal and trustworthy person I can work in a team or individually with no supervision.

Communication is a strong point and have proven to always be the right direction to go,to communicate to all parties concerned and keep all updated.

Preferred occupation **ADMIN ASSISTANT**
Administrative jobs

OFFICE ASSISTANT
Administrative jobs

RECEPTIONIST
Administrative jobs

Preferred work location Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1973-07-20 (52 years old)

Gender Female

Residential location Pretoria / Tshwane
Gauteng

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

Email address *Information is available only for registered users.*
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Additional information

Salary you wish	11000.00 R per month
How much do you earn now	9000.00 R per month