



Amelia Loos

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- fully bilingual with excellent telephone manner and reliable;
- adaptable people's person, adapt and orientate quickly to new situations and logic is of extreme importance to me;
- warm-hearted, happy-go-lucky, enthusiastic, buoyant, tender-minded and my objectives are to always have respect for my colleagues and customers and explore the work avenue to better my skills.

Please refer to my CV for computer skills.

Preferred occupation Administrative jobs

Preferred work location Johannesburg
Gauteng

- outgoing personality and can work as an individual and use my own initiative (pro-active);

Contacts and general information about me

Day of birth 1962-07-03 (63 years old)

Gender Male

Residential location Johannesburg
Gauteng

- caring;
- Telephone number
- resilient;

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• can cope and prioritize under pressurised situations;

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- organising skills (like things neat and in order and will plan and organize to achieve this);

• leadership qualities (like to get others to translate ideas into action, want to lead and bring about change, prepared to be tough (manage and execute well-thought out strategies);

Salary you wish 6000 R per month

• good communication skills (know about open and positive communication and what stops people from really listening);

How much do you earn now N/a R per month

- computer skills - I have achieved a high quality of computer literacy through my experience;
- decision making skills;
- attention to detail;
- problem-solver (look at what causes the problem and the facts of the problem and get to the root of the problem, my intuition and theoretical tendencies is my great source for finding solutions, often radical and practical solutions) - I enjoy solving problems and I am challenged by it;
- I know how to be assertive;
- willing to learn;
- punctual;
- responsible;
- very mature;
- intelligent;
- hard-working;
- client-orientated;