



Zelda De Beer

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any Admin work or any secretary work.

My positive points:

I have very strong analytical skills.

I will try to solve the problem's source not the problem.

I will never hesitated to accept my failures.

Through that I will never fails to learn .

I am very good listener, if someone is speaking with me about something.

Preferred occupation	Administrators
	Administrative jobs
	Secretaries
	Administrative jobs
Preferred work location	Pretoria / Tshwane
	Gauteng

Contacts and general information about me

Day of birth	1983-06-12 (42 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. Sign in

Work experience

Working period **nuo 2016.06 iki 2017.01**
Company name N1 4x4
You were working at: Generals
Occupation Secretary, Cashier
What you did at this job position? Answering phones, Cashier, Helping out with debtors

Education

Educational period **nuo 1997.01 iki 2001.12**
Degree Grade 12 / Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Afrikaans	fluent	fluent	do not know

Computer knowledge

Microsoft word, excel
Outlook
Pastel Partner
Omni Accounts

Additional information

Your hobbies I like Reading and long walk in the open air
Driver licenses B Light Vehicle \leq 3,500kg
Driver license from 2004-11-00 (21 years)
Salary you wish 9000 R per month
How much do you earn now 8500 R per month