



# Samantha De Jager

Curriculum Vitae (CV)

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

My career objective is to constantly be challenged and grow my core career skills. I would like to see myself master my job responsibilities and take on more tasks in my career allowing myself to constantly grow and become a specialist in what I do. I want to be an asset to any company I work for and master the responsibilities handed to me.

Willing to go the extra mile

Strong willed

Attention to detail

Self-managed

Preferred occupation

Secretaries  
Administrative jobs

Preferred work location

Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth

1981-09-24 (44 years old)

Gender

Female

Residential location

Johannesburg  
Gauteng

Telephone number

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

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## Work experience

Working period	<b>nuo 2017.10 iki dabar</b>
Company name	Teljoy
You were working at:	Other jobs
Occupation	Administrator Assistant
What you did at this job position?	Assisting with Creditors,Liaising with suppliers Making sure all the Invoices and POD's are ready for monthly payments Monthly Credit Card Recons Ordering and processing and signing off of stationery (SYSPRO), & receiving of all Departments.Monthly Filing and Archiving.Submission of monthly, creditors packs,ESS Systems Assisting the Vetting Department - Confirmation of Employment, Date of Employment, Salary clearance clarification, Date of Employment

### Education

Educational period	<b>nuo 2015.10 iki 2016.11</b>
Degree	Certificate
Educational institution	Institute of Fitness Professionals
Educational qualification	NQF Level 5

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

### Computer knowledge

MS Word  
Excel  
Powerpoint  
Outlook  
Syspro  
Ess System  
Google

### Conferences, seminars

Non at the moment

### Additional information

Your hobbies	Training Spending time catching up on series and movies Outdoor adventures Spending time with my animals Going to occasional braais socializing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2008-08-00 (17 years)

Salary you wish	15000 - 20000 R per month
How much do you earn now	15000 R per month