



# Daleen Meyer

Curriculum Vitae (CV)

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

I am very detail-oriented, thorough and organized, and I strive for excellence in everything that I do. I value order to a great extent and have a structured approach to my work. I value effective communication, competency and efficiency to a great extent, and I always take pride in the quality of my work. I enjoy developing and implementing process and procedures to increase my own efficiency as well as that of the department that I work in. I am punctual, reliable and self-disciplined, and I always act in a responsible manner. I am eager to learn and I often do more than is expected of me, especially with regards to meeting deadlines.

I believe that I can be an asset to your organization as I have extensive administration experience and consider my organizing skills to be my greatest strength. I also have valuable experience in working with people from my previous work experience as well as being involved in various leadership positions and societies. Throughout my career I have gained indispensable skills such as communication and interpersonal skills, problem solving and conflict resolution, events planning and coordination, and presentation and public speaking skills. I am a genuine, honest and trustworthy person. People perceive me as approachable and caring, and I believe I have the ability to set people at ease.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1961-04-06 (64 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Additional information

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

18112 R per month