



Iola Van Heerden

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a confident, hardworking person who enjoys challenges. I am looking for any Administrative/Office job. I am very well organised and can fit into any position granted to me. I envisaged a career for myself and inspire to be involved in a company that offers a professional working environment with prospects for career development. Very hard worker and fast learner. I am also very people orientated and work well with people from all walks of life. Great in multi tasking and works well under pressure.

Developed skills and Competencies.

- * To be organised and systematic
- * To address problem areas and devise solutions
- * Handles pressure and copes well in time sensitive situations
- * Willing to learn and expand skills and knowledge.

My Key Result Areas are as follows

- * Data Capturer
- * Administration
- * Monitoring and Evaluation
- * Quality Assurance
- * Time and Asset Management
- * IT training and Report Generation
- * Communication and Relationship Management
- * Filing
- * Planning and Organisational skills

Preferred occupation	Data capturers Administrative jobs
----------------------	---------------------------------------

Preferred work location	Port Elizabeth Eastern Cape
-------------------------	--------------------------------

Contacts and general information about me

Day of birth	1977-12-10 (48 years old)
Gender	Female
Residential location	Port Elizabeth Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Additional information

Salary you wish	6500 R per month
-----------------	------------------