

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
-----------------	------------------