



Engela Van Eck

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a receptionist, Secretary, Executive Secretary, Personal Assistant, Data Capturer or Typist job. I am currently unemployed and is in urgent need for a job.

My positive points are?

- Interpersonal and Communication Skills
- Excellent Organizational Abilities
- Confident and Professional Manner
- Excellent Memory
- Can work and remain calm under pressure
- Attention to Detail
- Punctual and Reliable
- Can work without supervision
- Good writing and verbal communication skills
- Able to work as part of a team
- Ability to multitask and manage conflicting demands
- Ability to prioritise tasks

Preferred occupation

Secretaries

Administrative jobs

Personal assistant

Administrative jobs

Switchboard operator

Administrative jobs

Receptionist

Administrative jobs

Administrators

Administrative jobs

Preferred work location

West Rand

Gauteng

Contacts and general information about me

Day of birth

1984-02-18 (41 years old)

Gender	Female
Residential location	West Rand Gauteng
Email address	<i>Information is available only for registered users.</i> Sign in

Additional information

Salary you wish	5000 R per month
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