



# 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 (40 years old)

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

#### Additional information

Salary you wish	5000 R per month
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