



Maria Paulina Cloete

Curriculum Vitae (CV)

What job i'm looking for? My positive points

As an accomplished Administrative Assistant with more than 10 years track record, I am hoping that I possess the right expertise and skill-set that your company is looking for.

The following skills is what can be expected from me, but not limited:

I developed skills in managing calendars, sourcing accommodation and arranging travels. Taking minutes of meetings, preparing checks for daily deposits, mailing forms to customers, and preparing correspondence using Microsoft Office Suite. I am dependable and never vacillate to go above and beyond of what is predictable of me.

I strongly believe that flexibility and is a great attribute as it encourages me to continuously learn and explore more about the company. To adapt in an ever changing environment to reach productivity goals. I take pride in my work and do it with passion to produce to best results as expected from me.

I am ideally seeking a position where I can use my previous skills and experiences to make a meaningful contribution to an organisation whom is prepared to consider my application.

Preferred occupation	Administrators Administrative jobs
	Data capturers Administrative jobs
	Grv Clerk Retail, store jobs
Preferred work location	West Coast Western Cape
	Northern Suburbs Western Cape

Contacts and general information about me

Day of birth	1969-05-18 (56 years old)
Gender	Female

Residential location West Coast
Western Cape

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2016.10 iki 2017.11**

Company name Sea Harvest Corporation (Pty) Ltd

Occupation Data Capturer Intern

What you did at this job position? Creating, retrieving and copying personal data from one program and storing in another program.

Working period **nuo 2016.05 iki 2016.10**

Company name St. Andrews Primary School

Occupation Administration Intern

What you did at this job position? Assist the educators with daily admin tasks.

Working period **nuo 2012.11 iki 2013.06**

Company name On the Spot Laundromat

Occupation General worker? Cashier

What you did at this job position? Serving the public with their laundry needs, keeping in mind health and safety.

Working period **nuo 2005.02 iki 2012.11**

Company name Pick n Pay Stores

Occupation Admin/Price Clerk

What you did at this job position? Managing the pricing and receiving, matching invoices. Returning of damaged and expired goods. Creating emergency orders.

Working period **nuo 1997.06 iki 2005.02**

Company name Shoprite Checkers Group

Occupation Money Market Clerk

What you did at this job position? Handling lotto machine. Daily bus bookings, computicket. Liaising with Head Office emailing new employees list on weekly basis.

Education

Educational period	nuo 2013.01 iki 2014.06
Educational institution	West Coast College
Educational qualification	Management N6
I could work	Secretary, Receptionist, Data Capturer, Admin Clerk, Grv Clerk. Administrator.

Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent

Computer knowledge

Ms Office
OS Windows

Recommendations

Contact person	Sandra Skippers
Occupation	General Manager
Company	On the Spot Laundromat
Telephone number	079 942 2184
Contact person	Anthea Jordaan
Occupation	Receiving Manager
Company	Pick n Pay
Telephone number	022 715 1080
Contact person	Liza Maasdorp
Occupation	Frontline Manager
Company	ShopriteCheckers
Telephone number	022 703 6400

Additional information

Your hobbies	Puzzles(Seduko.) Love the outdoors, especially the coastlines. Spending time with family and friends, having a braai sitting by the fire. Love sewing and reading magazines. Music, mostly all genres. I love travelling, whenever I can. NB: Have learners, busy with driving lessons.
Driver licenses	None
Salary you wish	6000-10 000 R per month
How much do you earn now	0000 R per month