



Diana Theron

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am interested in Admin Assistant, Receptionist or PA work. I have a positive attitude, am helpful and friendly but still keep it professional. I am fully bilingual with good communication, administrative and organizational skills, excellent telephone and email etiquette and can work under pressure. I work well in a team as well as on my own, do not need supervision and have excellent people skills. Multi-tasking is no problem and I am conscientious about the quality of work I deliver. I am hard working and do not mind to go the extra mile. Punctuality is very important to me. I am proficient in Word, Excel, PowerPoint and Outlook. I also have basic Sage/Pastel experience. I have a valid driver's license as well as my own transport and can start immediately.

Preferred occupation

Receptionist

Administrative jobs

Personal assistant

Administrative jobs

Administrators

Administrative jobs

Contacts and general information about me

Day of birth

1965-05-18 (60 years old)

Gender

Female

Residential location

Pretoria / Tshwane

Gauteng

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 1998.11 iki 2016.12

Company name

Standard Bank of South Africa Limited

You were working at:

Sales consultant

Occupation

Business Online Consultant

What you did at this job position?

Main function was to sign clients up for Business Banking payment system.

Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent
English	fluent	fluent	fluent

Additional information

Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Salary you wish	12000 R per month