



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.*
[Sign in](#)

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 \leq 3,500kg |
| Salary you wish | 12000 R per month |