



Maryne Van Der Westhuizen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Dear Mrs. /Mr.

I would like to apply for the position of receptionist or admin clerk.

I am very friendly, people orientated, sociable, an excellent communicator, confident, disciplined, diligent, can work well within a team or on my own, able to work under pressure, good planning and organizational skills, can be initiative, strict but diplomatic/ tactful and well mannered. I have done a few jobs in the past as a waitress, as well as a sales assistant and personal assistant for an art studio. These jobs provided me with the perfect opportunity to gain knowledge of various business methods and also allowed me to gain people skills. These skills and knowledge I put to use in my everyday life and I feel it has benefited me as I am able to perform at my best in dealing with other people in professional manner. My latest job included doing the following: administration duties as well as receptionist. I did a course at SEESA "how to sell" to help me learn how to relate to the clients and what they need to make the purchase and close the deal. I am a hard worker and like to get tasks done. I have done a few courses in Vodacom o improve my people skills as well as to learn how to work with clients as well as their system. This has also improved my business skills. I have currently just my learner driver's license. But applied for my license.

Preferred occupation Administrators
Administrative jobs

Preferred work location Bethlehem
Free State

Contacts and general information about me

Gender Female

Residential location Bethlehem
Free State

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 2016.02 iki 2016.03**

Company name Kopi Koffi

You were working at: Waiters, waitresses

Occupation Waitress

What you did at this job position? Waitress and marketing business.

Working period **nuo 2016.03 iki 2016.06**

Company name Erika Turvey Art Gallery and Studio

You were working at: Project Planner

Occupation Sales Assistant, Marketing Manager, Administrator

What you did at this job position? I sold art to clients. Figured out new idea's to market the art gallery. Worked as the admin lady to make sure finances were in order.

Working period **nuo 2016.08 iki 2017.02**

Company name Agri-Rep BK

You were working at: Administrators

Occupation Admin Manager

What you did at this job position? Worked on Pastel, Client Services Processed orders and invoiced ect. Tele sales,

Working period **nuo 2017.02 iki 2017.03**

Company name Lavender Hill

You were working at: Administrators

Occupation Waitress

What you did at this job position? worked as a waitress and a admin lady. Worked on pastel Tele Sales, bookings, Follow up courier services.

Working period **nuo 2017.04 iki 2018.09**

Company name Vodacom

You were working at: Sales executive

Occupation Sales and admin clerk

What you did at this job position? Client Service, Tele Sales Enquires and Complaints, Follow ups Client service, Order dispatch.

Working period **nuo 2018.10 iki 2019.03**

Company name Hyper Hardware

You were working at: Managers

Occupation Admin and Social Manager

What you did at this job position? Client service, Following orders, Enquiries and Complaints, Orders, Professional representative, customer service, supplier service.

Working period **nuo 2019.03 iki 2019**

Company name Sky Media Studios

You were working at: Marketing managers

Occupation Social Media Manager and Admin Manager

What you did at this job position? Social medias post, Creating social media post, updating emails, creating emails, creating social media accounts, google my business account, client service, Tele Sales, Profesional representative of company to customer, Sage Accounting, Sage payroll, Arranging meetings, Creating new ideas, Following orders to dispatch.

Education

Educational period **nuo 2017.04 iki 2017.05**

Degree Certificate

Educational institution How to sell

Educational qualification How to sell

I could work as well as do my courses

Educational period **nuo 2011.01 iki 2015.12**

Degree Grade 12 / Matric

Educational institution Witteberg Hoerskool

Educational qualification Graduated

Languages

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

Recommendations

Contact person Erika Turvey

Occupation Sales and Marketing and Admin

Company Owner

Telephone number 082 923 8199

Contact person Lidia Edwards

Occupation Owner

Company Kopi Kofi

Telephone number 071 180 1261

Contact person Marcell de Jager
 Occupation Owner
 Company Owner
 Telephone number 073 196 7227

Contact person Yvette
 Occupation Owner
 Company Lavender Hill
 Telephone number 086 696 3588

Contact person Johan Jansen
 Occupation Owner
 Company Vodacom
 Telephone number 082 771 1771

Contact person Mohammed
 Occupation Director
 Company Hyper Hardware
 Telephone number 072 842 4950

Contact person Nc Schoombee
 Occupation Director
 Company Limited Sky Media Studios
 Telephone number 072 358 9734

Additional information

Your hobbies Reading, writing, Athletics, Netball, Soccer, Jukskei, Cricket, Swimming, Art
 Salary you wish 12 000 R per month
 How much do you earn now 12 000 R per month