



# Elana Vorster

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am a positive, outgoing, team player, who loves to learn new things. I pride myself on my punctuality and loyalty.

Preferred occupation	Administrators
	Administrative jobs
	Secretaries
	Administrative jobs
	Debtors clerk
	Administrative jobs
	Switchboard operator
	Administrative jobs
Preferred work location	Pretoria / Tshwane
	Gauteng

## Contacts and general information about me

Day of birth	1995-06-18 (30 years old)
Gender	Female
Residential location	Lydenburg
	Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2014.06 iki 2014.07</b>
Company name	Bilnor Labour Mpumalanga
You were working at:	Jobs for students
Occupation	Data capturer and Recruitment Clerk (Temporary)
What you did at this job position?	Recruitment. Data capturing.

Working period **nuo 2015.03 iki 2015.04**  
 Company name Woelwaters Speelgroep  
 You were working at: Part time jobs  
 Occupation Teachers Assistant  
 What you did at this job position? Assisting the teacher for a 6 months old - 3 years old children

Working period **nuo 2015.06 iki 2015.11**  
 Company name Brooke Lombard  
 You were working at: Nannies  
 Occupation Au Pair  
 What you did at this job position? Look after 2 year old. Helping 6 and 8 year olds with homework.

Working period **nuo 2017.03 iki 2017.09**  
 Company name Mash Engineering  
 You were working at: Debtors clerk  
 Occupation Financial Clerk  
 What you did at this job position? Managing and processing payroll

Working period **nuo 2017.09 iki dabar**  
 Company name Bilnor Engineering/ Bilnor Projects  
 You were working at: Debtors clerk  
 Occupation Wages Clerk  
 What you did at this job position? Manage and processing payroll

#### Education

Educational period **iki 2014.12**  
 Degree Grade 12 / Matric  
 Educational institution High School Lydenburg  
 Educational qualification Matric

#### Languages

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

#### Computer knowledge

Sage Pastel Partner

Intercode

Google Chrome

Windows

### Recommendations

Microsoft Office (Excell, word, outlook)

Contact person Kotie Vorster

Adobe PDF reader

Occupation Office Manager

Company Bilnor Projects

Telephone number 082 746 6125

Email address kotie@bilnor.co.za

Contact person Phillip Masha

Occupation Managing Director

Company Mash Engineering

Telephone number 076 773 4487

### Additional information

Driver licenses B Light Vehicle  $\leq$  3,500kg

Driver license from 2014-07-00 (11 years)

Salary you wish 8000 R per month

How much do you earn now 1000 R per month