



Luke Belcher

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am happy with what I have achieved in my life so far and look forward to the new growth and challenges that may lay ahead.

Thanking you in advance for putting your trust and faith in me.

Luke-Caven Belcher

Preferred occupation

Buyer
Administrative jobs

Enjoy the journey that is my life.

Data capturers
Administrative jobs

Preferred work location

Cape Town
Western Cape

I am a hard-working individual, determined, persistent, inquisitive, organized, meticulous, bordering on being a perfectionist, admin orientated, have good negotiation skills and have good time management skills.

Milnerton
Western Cape

Montague Gardens
Western Cape

I am someone who follows instructions, but when required will work outside the set boundaries, when and where legal. I am comfortable working on my own or in a group, not needing affirmation or confirmation from my peers, taking pride in everything that I do. I am loyal and dedicated to a fault, believing that the company I am employed by is putting their faith in me to protect and further the business when and where required.

Northern Suburbs
Western Cape

Boulevard
Western Cape

Tableview
Western Cape

Contacts and general information about me

Personality wise, at first I come across as being an introvert and somewhat stuck up, but that is far from the truth. I am a peoples person and get along well with everyone. I have a great sense of

humour and strive to make those around me happy as well and do not anger easily.

Residential location

Tableview
Western Cape

I am able to work in various Office programs such as Word, Excel, Outlook, Power Point, Front Page

Telephone number

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and the likes. I am a fast learner, finding it invigorating learning new computer programs. I am able to troubleshoot and repair basic problems on pc's, hardware and software. With each of the

Email address

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the time I left the employ of the company I had learned sufficiently that I was able to train others,

Additional information

not only in the field that I was employed in, but in various other fields as well.

Driver licenses

EB Articulated Light Vehicle ≤ 3,500kg

Salary you wish

12000 R per month

Some of my skills are: Customer Service / Liaison, Management, Negotiation, Sourcing, Supply

Chain Management / Procurement, Office Administration, Account Reconciliation, Project Planning,

Stock Control, Bond Store, Staff Management, Transport, Internal Sales, Sales Management,

Automation, Engineering, Manufacturing, Real Estate, PC Trouble Shooting and repairs, SYSPRO,