



Charlene Chieff

Curriculum Vitae (CV)

What job i'm looking for? My positive points

As a dedicated and results-driven woman with a background of excellent administrative skills it would be a great honor to be considered for the job opportunity that is being made available. I am hard working individual and my focus would be on fulfilling my daily duties to the best of my ability and to do what is expected of me. I believe that I am the best person for the job as I have the experience and the time to fulfill my duties I also focus on exceeding expectations for the customer service delivery and management, also to assist in any administrative work that is needed in any area of my expertise, I possess a good quality of communication skills and the ability to maintain a good working relationship in the most professional manner. I enjoy being part of a professional working team and thrive to make time as an employee at the company a success. I love what I do and I do it very well, No work is too great of a challenge.

Preferred occupation Data capturers
Administrative jobs

Contacts and general information about me

Day of birth	1984-05-29 (41 years old)
Gender	Female
Residential location	Northern Suburbs Western Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2008.01 iki 2016.12
Company name	Prime Cleaning Suppliers
You were working at:	Administrators
Occupation	Administrator
What you did at this job position?	All admin duties which included, capturing of documents, invoicing, filling and other general admin duties

Working period	nuo 2017.09 iki 2019.12
Company name	Peri Formwork & Scaffolding
You were working at:	Builders
Occupation	Data Capture
What you did at this job position?	Capturing of all documents, in receiving and dispatch, filing and general admin duties

Education

Educational period	nuo 1998.01 iki 2002.12
Degree	Grade 12 / Matric
Educational institution	Buren High School
Educational qualification	Completed High School
I could work	Full Time

Languages

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

Computer knowledge

My computer knowledge is good, I know your basic programs such as MS Office, financial program such as pastel and a internal program called PSD which the company i currently work for is using.

Recommendations

Contact person	Chanelle Brandt
Occupation	Order Processing Manager
Company	Peri Formwork & scaffolding
Telephone number	021 9012171
Email address	chanelle.brandt@peri.co.za

Additional information

Your hobbies	Reading Swimming Walking and being with my family
Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	9300 R per month