



# Larochelle Van Niekerk

Curriculum Vitae (CV)

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

Admin, office assistant, receptionist. I am positive in my work, hard working, willing to help others, willing to learn and a fast learner, I like to socialize with people no matter what colour. My record in office management, administration, receptionist, customer service support. You will benefit from my following key strengths: Computer expertise with proficiency in all MS Office programs (Word, Excel PowerPoint, Outlook and Access)

Broad-based experience covering a full spectrum of administrative duties including office management, billing /invoicing customer care, database administration and receptionist.

Superior multitasking talents with the ability to manage multiple high priority develop solutions to challenging business problems.

A proven reputation with a consistent history of exemplary performance reviews and recognition for driving efficiency improvements to office system, workflows and processes

I am confident that if you hire me, you will have more time and energy to concentrate on growing your business. My resume is enclosed for your review. You may also call me at 083 960 9000 or email me at vanniekerklarochelle@gmail.com Thank you for your time and have a great day.

### Preferred occupation

**Administrators**

Administrative jobs

**Miners**

Mining jobs

**Part time jobs**

Part time, weekend jobs

### Preferred work location

**Kimberley**

Northern Cape

**Port Nolloth**

Northern Cape

**Victoria West**

Northern Cape

**Strydenburg**

Northern Cape

## Contacts and general information about me

Day of birth

1976-04-18 (48 years old)

Gender	Female
Residential location	Kimberley Northern Cape
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>

#### Additional information

Salary you wish	10000 R per month
How much do you earn now	5003 R per month