



Hayley Hummel

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I was employed at Sandown Village as a Personal Assistant and Administrator to the General Manager. I performed all secretarial duties as well as assisted with various events for the residents. Previously to this, I held the Administrative Position at Cartime in Pinetown for four years. In my time with this company I was the customer liaison, assisted the branch manager and regional manager, ran promotions and oversaw staff. I vast experience dealing with customers, and administration. Prior to Cartime, I temped at a number of establishments geared specifically at hospitality.

I consider myself to be an excellent customer liaison with above average administration skills and strongly believe that a person should never stop learning and excelling. I am a well-rounded woman who is happily married and blessed with a beautiful son & daughter.

I am a dynamic, team driven people person who thrives on working with the public and my peers, and given the opportunity, an asset to your company.

Thank you for considering my application and I look forward to hearing from you.

Preferred occupation	Receptionist
	Administrative jobs
	Receptionists
	Hotel jobs
Preferred work location	Switchboard operator
	Administrative jobs
	Filing clerk
	Administrative jobs

Contacts and general information about me

Day of birth	1986-04-28 (39 years old)
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Gender	Female
Residential location	West Suburbs KwaZulu-Natal
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

Additional information

Salary you wish	7500 R per month
How much do you earn now	7500 R per month