



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

Switchboard operator
Administrative jobs

Filing clerk
Administrative jobs

Preferred work location

Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth

1986-04-28 (38 years old)

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