



# Willanie Oosthuizen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

072 916 9856

Preferred occupation  
Good day,

Administrators  
Administrative jobs

Preferred work location

Secunda

I believe that my varied experiences and education give me the skills necessary to be a successful

Candidate for your organization.

### Contacts and general information about me

Day of birth

1988-02-10 (37 years old)

I have experience in many aspects of office administration. I have been responsible for ordering,

Gender

Female

stock, receiving stock, ordering office supplies, maintaining records, customer service, scheduling

Residential location

Secunda

appointments, answering and scanning phone calls, filling, making appointments, customer service,

Time keeping and so much more.

Information is available only for registered users.

Telephone number

[Sign in](#)

Email address

Information is available only for registered users.

During my time as administrative clerk/supervisor and manager, I had the opportunity to

[Sign in](#)

work with 144 personal under me, I learned to be a forward thinker and experienced administrator

### Additional information

possessing the required drive and ambition to succeed, having a broad knowledge of organizing

Salary you wish

12000 R per month

How much the required daily activities in a busy office and store.

I am a good individual and team worker, attention to detail and strong professionalism with the ability to multitask.

No task is ever too big for me .I believe I can achieve anything with the right attitude and hard work.

I would appreciate the opportunity to meet with you to discuss the opportunity you have available I believe that

I would be a good fit at you company, and I thank you for your consideration.

Sincerely,

Willanie Oosthuizen

willanieoosthuizen12@gmail.com