



Anuscke De Wet

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administratieve, Personal Assistant, Receptionist, Office Manager. I respond to requests from colleagues and clients in a timely manner and am adept at prioritizing multiple ongoing projects.

Additionally, I am proficient in:

Writing correspondence and developing reports from dictation, hand written notes and documents.

Presenting a neat, organized and professional

entrance are to client and vendors.

Maintaining security procedures for all visitors and employees.

Managing written, in-person and email corresponds.

I believe that I am hardworking, loyal, honest and co-operative. I always give my ultimate best in all that I do in my working environment. I am very eager to learn anything that may come my way. I am easily adaptive and bubbly, but when it gets to my work, I am hands on and tend to deliver the best of my ability. I thoroughly enjoy challenges and always seem to stay motivated no matter what the circumstances may be.

My resume and references are attached. I look forward to speaking with you.

Preferred occupation	Personal assistant Administrative jobs
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Preferred work location	East Rand Gauteng
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Contacts and general information about me

Gender	Female
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Residential location	East Rand Gauteng
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Telephone number	<i>Information is available only for registered users.</i> Sign in
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Email address	<i>Information is available only for registered users.</i> Sign in
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Work experience

Working period **nuo 2018.09 iki dabar**
 Company name Allure Beauty and Spa
 You were working at: Administrators
 Occupation Receptionist
 What you did at this job position? Receptionist

Working period **nuo 2015.11 iki 2018.08**
 Company name Octavias Day Spa
 You were working at: Generals
 Occupation Receptionist
 What you did at this job position? Receptionist

Education

Educational period **nuo 2013.01 iki 2015.10**
 Educational institution Isa Carstens Academy
 Educational qualification Somatologist
 I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good		very good

Computer knowledge

"Strong Computer Literacy
 Strong communication skills – both telephonically and written
 Good knowledge of Word and Outlook."
 Diary management
 Daily administration and secretarial tasks
 Handling telephonic enquiries and general reception duties
 "Management of staff files and attendance
 register
 Organizing large group appointments and arranging food

Analytical and problem I believe that I am hardworking, loyal, honest and co-operative. I always give my ultimate best in all that I do in my working environment. I am very eager to learn anything that may come my way. I am easily adaptive and bubbly, but when it gets to my work, I am hands on and tend to deliver the best of my ability. I thoroughly enjoy challenges and always seem to stay motivated no matter what the circumstances may be.

Additional information

Your hobbies	Photography Adventurous
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2012-12-00 (13 years)
Salary you wish	16000 R per month
How much do you earn now	13000 R per month