



Desiree Gerber

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am positive and hard worker. I am willing to learn and perform my very best to my ability.

Preferred occupation	Administrators Administrative jobs
	Nail technicians Beauty industry jobs
Preferred work location	Eden Western Cape

Contacts and general information about me

Day of birth	1978-05-17 (47 years old)
Gender	Female
Residential location	Eden Western Cape
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

Work experience

Working period	nuo 2016.03 iki 2017.06
Company name	Gerber Security, Solutions & Training Academy
You were working at:	Administrators
Occupation	Office Manager / Admin Clerk / Bookkeeper
What you did at this job position?	<ul style="list-style-type: none">• Created filing and organizational practices for new company• Performed basic accounting functions including cash reconciliations and wire transfers (EFT) in QuickBooks• Typed documents such as correspondence, drafts, memos, and emails• Opened, sorted, and distributed incoming messages and correspondence• Purchased and maintained office supply inventories, being careful to adhere to budgeting practices• Greeted customers in friendly and efficient manner

Education

Educational period	nuo 1997 iki 1999
Degree	Grade 12 / Matric
Educational institution	<input type="checkbox"/> National Secretarial Certificate
Educational qualification	<input type="checkbox"/> National Secretarial Certificate
I could work	Data capturing - work from home

Languages

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

Computer knowledge

Computer Literacy

Quick Books Accounting 2016

Windows 10, 8, 7, XP, Office 2003 & 2007 (Word, Excel, Outlook)

Conferences, seminars

no

Recommendations

Contact person	Mr. Erwin Gerber
Occupation	Ouwner
Company	Gerber Security, Solutions & Training Academy:
Telephone number	073 358 3935

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2002-06-00 (23 years)
Salary you wish	R10 000.00 R per month
How much do you earn now	R0.00 R per month