



Alicia Hanekom

Curriculum Vitae (CV)

What job i'm looking for? My positive points

With my four year's experience in reception, admin and general office management, I am confident in my ability to take responsibility of any role in administration and have the determination and enthusiasm to ensure I make a success of it.

During my education and administrative relative experience, I have gained strong skills in Microsoft Office, Client Service, Marketing, Data Capturing and Office Management. I am a fast and accurate worker, with the keen eye for detail. I get along well with others; make the necessary adjustments to meet deadlines and work effectively under high volumes of work and pressure. Hence, I have grown in this field to be trustworthy and reliable.

Preferred occupation Receptionist
Administrative jobs

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Day of birth	1999-06-13 (26 years old)
Gender	Female
Residential location	Northern Suburbs 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

Additional information

Salary you wish	9000 R per month
How much do you earn now	8000 R per month