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## Work experience

Working period **nuo 2018.11 iki 2019.06**

Company name Wolwekuil Farm

You were working at: Administrators

Occupation Admin

What you did at this job position? General admin

Working period **nuo 2015.01 iki 2016.09**

Company name Hill Appointments

You were working at: Administrators

Occupation Jnr Consultant

What you did at this job position? Screening of calls • Diary management • Answering of phone calls • Taking down messages • General admin • Interviewing candidates • Typing of cv's • Screening of cv's • Arranging interviews with clients • Liaising with candidates and clients

Working period **nuo 2007.08 iki 2012.06**

Company name Hill Appointments

You were working at: Administrators

Occupation Personal Assistant

What you did at this job position? Screening calls • Diary management • Answering of phones • Taking down messages • Typing of cv's and general correspondence on Ms Word • Capturing of invoices of terms on in-house system • Liaising with temps and clients • Taking down of ad response • Filing of documents • Faxing of various documents • Capturing of information of applicants General admin • Ordering of stationary • Phoning for outstanding monies • Liaising with suppliers • Compiling of monthly statements

Working period **nuo 2001.10 iki 2007.05**

Company name Alive Juices

You were working at: Secretaries

Occupation Secretary

What you did at this job position? Typing of various correspondence on Ms Word • Client liaison • Compiling of statements • Banking • Faxing of various documents • Data capturing • Invoicing of Brilliant Accounting • Debit & credits (basic) • Sales of products telephonically • Filing • Various other office duties • Assisting reps

## Education

Educational period	<b>nuo 1988.01 iki 1990.12</b>
Educational institution	High School DF Malan, Crosby
Educational qualification	Matric

### Languages

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

### Computer knowledge

Ms Word (100 wpm, 100% accuracy)

Ms Excel

WordPerfect 5.1

Lotus 1.2.3

Brilliant (basic)

QuickBooks (basic)

Outlook Express

Internet Explorer

### Recommendations

Contact person	Justin Hill
Occupation	Managing Member
Company	Ensured
Telephone number	0824416896
Email address	justin@ensured.co.za

### Additional information

Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1997-01-00 (27 years)
Salary you wish	9000 R per month