



# Shaneen Willemse

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Admin Controller/Supervisor

Admin Clerk

Receptionist

Hard Working

Can work under pressure

Flexible

Team Player

Eager and willing to learn

Preferred occupation

Administrators  
Administrative jobs

## Contacts and general information about me

Day of birth

1989-08-13 (35 years old)

Gender

Female

Residential location

Upington  
Northern Cape

Telephone number

*Information is available only for registered users.*  
[Sign in](#)

Email address

*Information is available only for registered users.*  
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## Work experience

Working period

**nuo 2019.06 iki 2021**

Company name

OK Furniture Upington

You were working at:

Administrators

Occupation

Admin Contoller

What you did at this job position?

Supervisor(Assistant Manager) Cashing Up of Cashiers Contract  
Checking Pay Summary Banking of Money  
Administration(making sure all filing are done)

Working period **nuo 2017.02 iki 2018.12**  
Company name Vermax Chemicals  
You were working at: Receptionist  
Occupation Receptionist  
What you did at this job position? Invoicing and calculating of quotations for clients filing  
Ordering of Stock and also delivering of stock

**Education**

Degree Grade 12 / Matric  
Educational institution High School Carlton Van Heerden

**Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| Afrikaans       | fluent                | fluent                     | fluent               |
| English         | very good             | very good                  | very good            |

**Computer knowledge**

Microsoft Word and Excel

**Additional information**

Driver licenses None  
Salary you wish R8000 R per month  
How much do you earn now 5500 R per month