



# Elizma Bennetto

Curriculum Vitae (CV)

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

Office assist with 3+ years' experience. Help around the office to make sure everything is running smoothly. Data capturing, filling, Organizing.

### Strengths

Self-Motivated

Time Management

Flexibility and Adaptability

Stress Tolerance

Punctuality

Preferred occupation

**Personal assistant**  
Administrative jobs

**Data capturers**  
Administrative jobs

**Filing clerk**  
Administrative jobs

**Secretaries**  
Administrative jobs

**Administrators**  
Administrative jobs

Preferred work location

**Kimberley**  
Northern Cape

## Contacts and general information about me

Gender

Male

Residential location

**Kimberley**  
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 2010.01 iki 2010.05**  
 Company name S & B Rewinds  
 You were working at: Automotoive machinist  
 Occupation Receptionist / Data Capture  
 What you did at this job position? General office duties like answering the phone, data capturing, proforma invoicing

Working period **nuo 2010.06 iki 2011.04**  
 Company name Roadlab Prehab JV Postmasburg  
 Occupation Receptionist / Data Capture  
 What you did at this job position? General office duties like answering the phone, data capturing, proforma invoicing

Working period **nuo 2011.05 iki 2013.05**  
 Company name Roadlab Prehab Jv Kathu  
 Occupation Receptionist / Data Capture  
 What you did at this job position? General office duties like answering the phone, data capturing, proforma invoicing

**Languages**

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent

**Computer knowledge**

Computer Software Hands on experience in using computer software Microsoft Office - Word, Excel, Outlook and Power point

**Recommendations**

Contact person Peet Swanepoel  
 Occupation Owner Auto Electrician  
 Company S & B Rewinds  
 Telephone number 082 492 8888  
 Email address Sbrewinds@mjvn.co.za

Contact person Martie De Beer  
 Occupation Receptionist  
 Company Roadlab Prehab (Postmasburg)  
 Telephone number 082 776 3188  
 Email address debeer@ziggy.co.za

Contact person	William Stevens
Occupation	Manager
Company	Roadlab Prehan JV Kathu
Telephone number	082 490 1656
Email address	William@roadlab.co.za

#### **Additional information**

Your hobbies	Reading
Driver licenses	None
Salary you wish	5000 R per month