



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