



Renette Myburgh

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a dynamic and strong person that needs to be challenges and love working under pressure. I strive to always provide customer service above the clients epectations and work miticulously and independently to complete every task at hand to the best of my ability. I cannot procrastinate and therefore I make it a point to assist my colleagues I'd there is any back log and so building my knowledge quickly of Operational procedures and practices.

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	Southern Suburbs Western Cape

Contacts and general information about me

Day of birth	1982-09-29 (42 years old)
Gender	Female
Residential location	West Coast 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

Work experience

Working period	nuo 2017.01 iki 2019.02
Company name	Sauerman and Groenresld
You were working at:	Administrators
Occupation	Centre administrator and PA to directors
What you did at this job position?	Bookings for medical training employees . Assist in collaborating debtors accounts, assist in the organization and planning of audits . Help steady flow of clients moving in and out of the centre .

Working period **nuo 2016.06 iki 2017**
 Company name Vital distribution
 You were working at: Distribution manager
 Occupation Admin Manager. Stood in as Dooo Manager for 4 months
 What you did at this job position? Payroll, petty cash monthly recoilliatios budgets. Planing of vehicle services. Implementing SOP

Education

Educational period **nuo 2001.01 iki 2001.01**
 Degree Grade 12 / Matric
 Educational institution Hoer Voklskool Heidelberg
 Educational qualification Intel Colledge
 I could work Started working at 17 as a waitress

Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent
isiZulu	basic	basic	do not know
German	basic	basic	do not know

Computer knowledge

Computer knowledge... word, excell , PowerPoint.
 I have worked on Darra, accpac , Rehabilitation registration systems . I have basic but relevant knowledge of pastell

Conferences, seminars

Avis . Management Training 2016 Right through the year on ans off
 Skills to develop, &better and stronger satellite branches.
 Seminars was presented by facilitators that studied the way we can handle conflict better in a working enviroment as well as motivate the team. Also presentations was required by us with all the Regional head of the branches. After that I was Team leader of The branch and
 The other:
 5 Sattelite branches fuel accounts, accidents and all Recons was entrusted in my hands

Recommendations

Contact person Rob
 Occupation Regional manager
 Company Vital distribution
 Telephone number 0829439436

Additional information

Your hobbies	Healthy body healthy mind Mma training. Extreme sports and on a Sunday crafting.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2010-03-00 (14 years)
Salary you wish	20 000 R per month
How much do you earn now	10 0000 R per month