



Celest Luther

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I offer part-time and full-time administrative assistance. I work from home and still deliver what you need when you need it. Hiring me will allow you to save on time and money - no need for an office set-up, no costly equipment, and more time for you to focus on your business.

I can do any and all administrative work - typing of any documents, manage your calendar, write reports, proofreading, and so much more!

I have 20 years administrative experience, 10 years' experience in facility management, I can work with anyone - from cleaners to directors and VIP clients.

Preferred occupation	Administrators Administrative jobs
	Virtual Assistant Part time, weekend jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1983-06-20 (41 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2008.09 iki 2020.09
Company name	MegChem
You were working at:	Office manager
Occupation	Technical Clerk / Facility Manager
What you did at this job position?	Assisted Engineering groups as Technical Clerk and with all administrative tasks. Facility management; including security, maintenance and personnel.

Working period **nuo 2006.07 iki 2008.08**
 Company name Hi-Tech Security
 You were working at: Personal assistant
 Occupation Receptionist / Personal Assistant
 What you did at this job position? Manage reception and acting as PA for Owners / Directors of company

Education

Educational period **nuo 1997.01 iki 2001.12**
 Degree Grade 12 / Matric
 Educational institution Nelspruit Hoërskool
 Educational qualification Matric

Educational period **nuo 2012.01 iki 2012.06**
 Degree Certificate
 Educational institution Academy of York
 Educational qualification Mastery Certificate in Facility and Operations Management

Languages

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

Computer knowledge

MS Office (Word, Excel, Power Point, and Outlook)
 Various work-related programs

Conferences, seminars

Emotional intelligence and Personal Mastery Course (2018)

Recommendations

Contact person Lizette Rudolph
 Occupation Training and Development / HR
 Company MegChem
 Telephone number 0733011036
 Email address lizette.r@hotmail.com

Additional information

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from

2003-09-00 (21 years)