



# 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> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2008.09 iki 2020.09</b>
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	<b>nuo 2006.07 iki 2008.08</b>
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	<b>nuo 1997.01 iki 2001.12</b>
Degree	Grade 12 / Matric
Educational institution	Nelspruit Hoërskool
Educational qualification	Matric
Educational period	<b>nuo 2012.01 iki 2012.06</b>
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  $\leq$  3,500kg

Driver license from

2003-09-00 (21 years)