



Whitney Roussouw

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job whereby I can work my way up to a management position and learn as much as I can on my way up. Currently I am working as a receptionist. I am computer literate, have excellent time management skills and telephone etiquette. I also sent and replied to emails, did the filing, assisted with boardroom setups, cleaned hotel rooms when short staffed, did laundry and assisted in housekeeping. Another skill was to complete the banking at the end of the shift and process invoices and proforma invoices.

I am reliable, a fast learner and hard working. I am very driven and self motivated, work well unsupervised and in a team. I will definitely be an asset to any company if given a chance.

Preferred work location Port Elizabeth
Eastern Cape

Contacts and general information about me

Day of birth 1986-07-09 (38 years old)
Gender Female
Residential location Port Elizabeth
Eastern Cape
Telephone number *Information is available only for registered users.*
[Sign in](#)
Email address *Information is available only for registered users.*
[Sign in](#)

Additional information

Salary you wish 7500 R per month
How much do you earn now 4500 R per month