

Rosemary Marx

Curriculum Vitae (CV)

What job i'm looking for? My positive points

A capable, talented and lively Office Administrator Who possess high levels of accuracy and attention to Detail, good organizational abilities, and is able to Perform well in fast paced, demanding environment.

I am self-motivated, with an enthusiastic and passionate Manner about providing good service in everything I do.

My background includes managing administrative operations and driving office efficiency within fast paced office environments while ensuring adherence to budgets and deadlines. From preparing business

correspondence and developing custom Excel- and Word-based documents to handling bookkeeping

activities and maintaining equipment and supplies, I excel at prioritizing tasks, collaborating with management, and developing effective communication and organizational procedures. Highlights of my experience include...

• Skillfully managing day-to-day office operations, communications, scheduling, database management, and special projects throughout 13-year career in office administration and support.

• Achieving reputation as a superb Administrator / Receptionist.

• Organizing, scheduling, and facilitating regular company-wide meetings—including meetings with C-level executive staff.

• Excelling at balancing multiple tasks within independent, self-starting environments while providing top-level organization and communication skills and improving operational systems.

Preferred occupation

Administrators Administrative jobs

Preferred work location Gauteng

Contacts and general information about meDay of birth1981-03-01 (43 years old)GenderFemale

Residential location	Gauteng
Telephone number	Information is available only for registered users. <mark>Sign in</mark>
Email address	Information is available only for registered users. <mark>Sign in</mark>
Additional information	
Salary you wish	9000 R per month
How much do you earn now	11000 R per month