



# Sandra Beswick

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Positions I am looking for:

- Administrative Officer;
- Administrative Support;
- Data Capturer;
- Secretary;
- Personal Assistant;
- Call Center Agent.

My positive Points:

- I am proficient with Microsoft Office, including Word, Excel, PowerPoint, etc. I am very comfortable using these programs and have a lot of experience doing so.
- I have been a secretary since September 2007 and Personal Assistant since June 2017, as a Secretary and Executive Assistant during the abovementioned date, I was responsible for different type of administrative tasks, including organising files, filing, compiling correspondences, compiling and submitting reports, arranging meetings, taking minutes and compiling minutes, and also assist other employees with various administrative support needs.

Skills in place:

- Computer Literacy Skills;
- Good Communication Skills;
- Good Interpersonal Skills;
- Decision-making Skills;
- Language Skills;
- Problem-solving Skills;
- Time management Skills; and
- Writing Skills.

Preferred occupation

Call Centre agent  
Administrative jobs

Administrators  
Administrative jobs

Personal assistant  
Administrative jobs

Data capturers  
Administrative jobs

Preferred work location

Tzaneen  
Limpopo

Modjadji / Duiwelskloof  
Limpopo

### Contacts and general information about me

Day of birth	1983-06-02 (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>

### Additional information

Salary you wish	15 000 - 20 000 R per month
How much do you earn now	35 000 R per month