



# Dianna Mills

Curriculum Vitae (CV)

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

I'm really open to any job right now because I do need to make an income, however during my administration related jobs I have gained strong skills and knowledge of all aspects of administrative and office support processes, including secretarial support for professional staff. My positive points is that I'm a very pleasant and professional person who can work under stress. I am punctual and reliable and I've got the ability to multi-task.

Your positive consideration will be highly appreciated..

|                         |                                    |
|-------------------------|------------------------------------|
| Preferred occupation    | Secretaries<br>Administrative jobs |
| Preferred work location | Pretoria / Tshwane<br>Gauteng      |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1978-12-30 (45 years old)   |
| Gender               | Female  |
| Residential location | Pretoria / Tshwane<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                      |                              |
|----------------------|------------------------------|
| Working period       | <b>nuo 2005.10 iki dabar</b> |
| Company name         | Hatmed Medical Centre        |
| You were working at: | Receptionists                |
| Occupation           | Receptionist                 |

## Languages

| Language  | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| Afrikaans | fluent         | fluent              | fluent        |
| English   | fluent         | fluent              | fluent        |

### Computer knowledge

Microsoft Office, Word, Windows

### Recommendations

|                  |                            |
|------------------|----------------------------|
| Contact person   | Elaine Viljoen             |
| Occupation       | Financial Manager          |
| Company          | Hatmed                     |
| Telephone number | 012-362 7180 or 0846278349 |
| Email address    | elaine@hatmed.co.za        |

### Additional information

|                          |                      |
|--------------------------|----------------------|
| Driver licenses          | None                 |
| Salary you wish          | 20000.00 R per month |
| How much do you earn now | 18000.00 R per month |