



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 Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

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

Work experience

Working period	nuo 2005.10 iki dabar
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