



# Gretchen Shenai Beukes

Curriculum Vitae (CV)

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

I have extensive experience in performing administrative duties and operational functions required to run a business or organization department.

I have very good computing skills, ad advance skills and knowledge in most of the industry standard computer software, Including the Microsoft Office Suite

I can organize work on an independent level.

I have experience in compiling and maintaining transactions within business, entering and recording orders for goods and services.

I have excellent teambuilding and interpersonal skills. I can fit and blend in to a team atmosphere quickly and seamlessly.

I also have excellent problem solving, analytical and decision-making skills.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Kahtu North West

## Contacts and general information about me

Day of birth	1995-05-12 (29 years old)
Gender	Female
Residential location	Kathu Northern Cape
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	R20 000 R per month
How much do you earn now	R13 125 R per month