



Hester Venter

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Herewith I would like to use the opportunity to apply for online home administrative post.

I am currently a widow and have to children to provide for and are currently not bound to any other contracts or jobs.

Administrative work that I can do from home, will enable me, not only to provide for the family, but will also enable me to take care of the house hold and the children while working from home.

I do have a reliable computer and internet services that will enable me to attend to any administrative work that might be handed to me

I have strong:

- a. Communications and Administrative skills in Afrikaans and English
- b. Very precise, attentive and organised,
- c. Have a good general knowledge of administrative tasks,
- d. Good computer skills to complete any task that is given to me online,
- e. Never miss a deadline for any urgent tasks that needs to be completed. When I get a task to complete I will never let my personal life interfere with the task at hand

By hiring me the potential employer will have a reliable administrator that will ensure that all

The manager that hires me will have a Administrator that is reliable and dependable, at all times

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|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| Preferred work location | Bela-Bela / Warmbad Limpopo |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1972-12-14 (51 years old) |
| Gender | Female |
| Residential location | Bela-Bela / Warmbad Limpopo |
| 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 |

Additional information

| | |
|--------------------------|----------------------|
| Salary you wish | 10000.00 R per month |
| How much do you earn now | 0.00 R per month |