



# Tersia Jansen Van Vuuren

Curriculum Vitae (CV)

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

I am a hardworking, loyal employee who would be an asset in any administrative or logics environment. I have good people skills and years of experience in the client service environment. I am organized, punctual and love to be challenged.

I have worked in the Mining industry for over 20 years, and have experience in helpdesk assistance, personal assistant as well as office management. I also have experience in event co-ordination and management. I also worked in the IT department where I was responsible for all end user equipment procurement for the entire company.

In my attached CV everything is set out more comprehensively and I do believe that I would be of great value to any organization I would have the privilege to be part of.

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

## Contacts and general information about me

|                      |                                                                                       |
|----------------------|---------------------------------------------------------------------------------------|
| Day of birth         | 1971-08-05 (53 years old)                                                             |
| Gender               | Male                                                                                  |
| 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> |

## Additional information

|                          |                   |
|--------------------------|-------------------|
| Salary you wish          | 28000 R per month |
| How much do you earn now | 26000 R per month |