



Shanaaz Plaatjies

Curriculum Vitae (CV)

What job i'm looking for? My positive points

This vacancy fits me perfectly, hence my seriousness in applying for this job opportunity from home. I am currently doing administrative duties for our small business (construction company) at home. My scope of work is currently formulating assessment reports and emails and doing quotations. I am flexible with the ample time available outside working for my company. This time can be used to assist and do more administrative duties such as data capturing or typing. My personal traits are dedication, discipline, honesty, honour and transparency. I see any opportunity as a possibility for growth and gaining experience. My past experience in the short term insurance industry has given me a well earned reputation with my peers and fellow colleagues. Working in this industry has opened myself up to work under pressure, meet deadlines and increase my customer service delivery. I look forward to begin my journey with the new company.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Data capturers Administrative jobs |
| Preferred work location | Port Elizabeth Eastern Cape |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1975-09-15 (49 years old) |
| Gender | Female |
| Residential location | Port Elizabeth Eastern Cape |
| 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 | 6000 R per month |
| How much do you earn now | 4000 R per month |