



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 (48 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