



# Jamielee Osman

Curriculum Vitae (CV)

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

I am a highly organized, meticulous and professional Administrative Assistant / Supervisor. I have extensive experience in corporate office environment. I am able to adapt to various situations and circumstances.

☐ My primary roles and responsibility include:

☐ Overseeing, preparing and maintaining vehicle sales teams deal folder.

☐ Manage vehicle stock

☐ Professionally interacting with clients, managers and staff members on all levels.

☐ Manage and co-ordinate company vehicles for management and sales staff.

☐ Co-ordinate staff meetings and functions

☐ Co-ordinate vehicle orders for dealership

☐ Manage drivers

☐ Handle and solve customer complaints

☐ Communicate professional to client's management, suppliers and staff.

☐ I am dedicated and diligent

☐ Great team player / supervisor

## SKILLS

☐ Excellent communication and interpersonal skills

☐ Effective time management

☐ Efficient document filing

☐ Excellent telephone skills

☐ Proficient in Office suite - MS Office

Preferred occupation

Administrators  
Administrative jobs

Preferred work location

Pretoria / Tshwane  
Gauteng

## Contacts and general information about me

Day of birth

1986-10-09 (37 years old)

Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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	25000 R per month
How much do you earn now	23300 R per month