



Kauthar Staggie

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration and all functions (email management, diary management, scanning, coping and drafting documentation) Minutes of meetings - I am meticulous, well organised and thorough.

Accounts - Debtors Control, generation purchase orders, receipting of invoices, generating invoices and reconciling accounts - excellent track record, great attention to detail, excellent inter personal communication skills with the ability to communicate on all levels. Honest and reliable, work timeously with effective prioritising to complete all tasks within its deadline. Accurate and high work output standard.

Reception - Great interpersonal communication skills at all levels. Accommodating and thorough. Complete queries, requests and report timeously. Well organized by effectively prioritising and execution of task at hand. Good message reporting by documenting all requests.

I am a person of sober habits, with a friendly welcoming demeanor, helpful and high work ethic. I am honest, reliable and puntual.

I am open to learning new things and get along very well with people. I am a helper by nature and always go the extra mile to ensure an outstanding level of service. I am dedicated to my employer and will always do the task at hand to the best of my ability. I work well in a team as well as on my own. I thrive in an enviroment that offers a nurturing learning enviroment, stability and equity. I have a natural knack for accounts, negotiating and inter personal communication. I am very hard working, focused and able to multi task effectively. I am looking to be employed by an employer that is willing to assist me with enhancing my current skill set for my retirement by offering a nurturing learning enviroment and in return I will offer my loyalty, hard work, warm and helpful personality, always putting the best interest of the company first, open minded in the work place and highly trainable abilities.

Preferred occupation

Administrators
Administrative jobs

Secretaries
Administrative jobs

Medical receptionist
Medicine, healthcare, nursing jobs

Generals
General jobs

Clerks
Other jobs

Preferred work location
Cape Town
Western Cape

Contacts and general information about me

Day of birth 1985-03-31 (39 years old)

Gender Female

Residential location Cape Town
Western Cape

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Additional information

Salary you wish 15000 R per month

How much do you earn now 10500 R per month