



# Cecilia Dawelina Erita Terblanche

Curriculum Vitae (CV)

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

Administrative, secretary, personal assistant.

My asset for a business:

I am neat and punctual with my work.

I am friendly and hardworking, will always make time for helping people.

I am loyal to my employers and clients and will never discuss personal information outside the workplace.

I always have the client's interests at heart.

I am a very honest person (which is not always a good quality).

I am an extrovert.

Knowledge in the following programs:

MS Office

Caseware

Taxware

Pastel (Haven't worked on pastel for a long time, but learning very quick)

Qualifications:

PRAC01W (Accounting) - Year course completed and passed

VATX013 (VAT) - Year course completed and passed

Preferred occupation

Secretaries  
Administrative jobs

Debtors clerk  
Administrative jobs

Preferred work location

Kathu  
Northern Cape

## Contacts and general information about me

Day of birth 1998-09-17 (26 years old)

Gender Female

Residential location

Vryburg  
North West

Telephone number

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

Email address

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#### **Additional information**

Salary you wish

15000 R per month

How much do you earn now

9000 R per month