



Rebecca Sukdeo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

To: Whom it may concern

I, Rebecca Sukdeo, hereby apply for a vacancy available. I am confident that I am the ideal candidate for this position as I am always keen on new challenges and is always willing to lend assistance wherever or whenever required. I see myself as not only a team player but also a team leader. I am very versatile and gained a lot of experience in the various positions that I have held.

My ability to work independently as well as part of a team when needed, allows me to handle various tasks at different levels with ease and by ensuring this is done within the required deadlines. I am a pro-active, self-driven and a self-motivated individual who is highly ambitious in everything I do.

I thrive under pressure and given the chance I can prove to be a very valuable asset at your esteemed institution. I have excellent interpersonal and communication skills and also have a methodical and systematic approach to duties and tasks.

I am very willing to take responsibility and accountability for my department should I be given this opportunity. I am one who values the input of my team and believes in understanding each individual staff member strengths and motivating them to focus on these strengths to improve overall performance thereby increasing the quality of the entire team's output.

I fully understand the broader picture regarding maintaining high standards of service delivery to our customers and that service can never be compromised.

Thank you, in anticipation and awaiting your favourable response.

Contacts and general information about me

Day of birth	1987-05-03 (37 years old)
Gender	Female
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

Work experience

Working period	nuo 2006.06 iki dabar
Company name	Hypercheck (Pty) Ltd
You were working at:	Banking
Occupation	Cash controller and Directors PA
What you did at this job position?	Treasury Department releasing of payments to suppliers, fill out credit application for the business and companies personal work

Education

Educational period	nuo 2005.01 iki 2006.02
Degree	Diploma
Educational institution	Durban Commerce and Computer college
Educational qualification	IT

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

Pastel Evolution
 Microsoft Word
 Excel

Recommendations

Contact person	Jenny
Occupation	HR
Company	Hypercheck (Pty) Ltd
Telephone number	031 304 5786 (ext 275) Cell number: 084 786 9992
Email address	hr3@hypercheck.co.za

Additional information

Your hobbies	Dancing and swimming
Driver licenses	None
Salary you wish	15000.00 R per month
How much do you earn now	8000.00 R per month