



Arinda Roos

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Any administration.

Personal assistant.

Secretary.

Data entry

I am willing to learn anything.

TO: Whom it may concern

I am Arinda Roos. Currently employed as a Personal Assistant to five directors. I do all the invoicing as well. I am the insurance admin coordinator as well and handle all related claims. I am strong admin orientated.

I am punctual, result orientating, multitasking and love organizing. The love of people makes me a good listener and I can relate and understand people from all ages and backgrounds. I am a humble and friendly person who always want to do more.

I will be beneficial for your company because I have more than 20 years of working experience and is an excellent worker whose work is always correct and on time. I take pride in what I do and will always do my best. I am an expert in multitasking and organization. Plus, I love to do that.

I am a team player but like to do things on my own. I am goal driven with a lot of self-motivation.

I see myself as a steady, goal orientated and honest person.

Regards

Arinda Roos

076 372 9391

Preferred work location

Bloemfontein
Free State

Contacts and general information about me

Day of birth	1981-01-25 (43 years old)
Gender	Female
Residential location	Bloemfontein Free State
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	18000 R per month
How much do you earn now	17000 R per month