



# Belinda Els

Curriculum Vitae (CV)

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

Administration. I am a highly motivated and progress-focused Administrator with a long standing background in this industry.

Throughout the course of my career i have perfected my Administrative skills and abilities. I am a capable and consistant problem solver skilled at prioritizing and managing projects with proficiency. In my previous role, i contributed problem solving and team building. I am progressive minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong teamwork talents.

Preferred work location                      Alberton  
Gauteng

## Contacts and general information about me

Day of birth                                      1976-06-26 (48 years old)  
Gender    Female  
Residential location                          Alberton  
Gauteng  
Telephone number                              *Information is available only for registered users.*  
[Sign in](#)  
Email address                                      *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period                                  **nuo 2011.05 iki 2015.11**  
Company name                                  Truck Air CC  
You were working at:                          Data capturers  
Occupation                                        Data Capturer  
What you did at this job position?      Assisted secretary with general office duties, switchboard, cross border documentaion, special quotes to clients, queries, general admin office duties.

Working period	<b>nuo 2016.02 iki 2022.12</b>
Company name	Springbok Pharmacy / Dischem
You were working at:	Administrators
Occupation	Online Administrator
What you did at this job position?	E-mails, online orders, picking and packing orders, invoicing, dispatch, client queries, deivers route scheduling, trip sheets, stationary, pickup drivers scheduling, assisting walk in customers with orders.

### Education

Educational period	<b>nuo 1989.01 iki 1993.12</b>
Degree	Grade 12 / Matric
Educational institution	Balfour High School Mpumalanga
Educational qualification	Matric

### Languages

Language	Speaking level	Understanding level	Writing level
Afrikaans	fluent	fluent	fluent
English	very good	fluent	fluent

### Computer knowledge

MS Office, Microsoft Word, Exel, Outlook Express all aspects of e-mail.

### Recommendations

Contact person	Hanelie Claasens
Occupation	Supervisor
Company	Springbok Pharmacy
Telephone number	0118616600
Email address	hanelieclaassens@gmail.com

### Additional information

Your hobbies	Outdoors, camping, listening to music, dancing.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2007-05-00 (17 years)
Salary you wish	10000+ R per month
How much do you earn now	7000 R per month