



# Christelle Botha

Curriculum Vitae (CV)

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

I'm hard-working outgoing Administrator who sees the whole team as a family. Having more than 11 years' experience as a Personal Assistant, Project Administrator and Document Controller, I believe it gives me the advantage to perform my duties. I have been taught to take extreme ownership of my environment; it gives me a sense of pride knowing my abilities to perform my duties correctly can make others look good. Administration is often overlooked as a mediocre job; however, I firmly believe it is the backbone of any successful operation. Given the chance I would like to excel to a Managerial / Team Leader position. If I see a gap which I know I have the ability to fill, I will do so without second guessing. This has led me to take on more functions than required. Occasionally I do tend to rearrange the office space - they do say change is as good as a holiday. I don't particularly enjoy office politics as I feel it is distracting. We are there to perform a function, not belittle or judgementally discuss co-workers.

If you are willing to give me a chance, I will try my utmost to perform my duties and tasks to the best of my ability while maintaining a healthy balanced work-home life.

Preferred occupation	Administrators Administrative jobs
	Team leader Management, human resources jobs
Preferred work location	Middelburg Mpumalanga
	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1990-07-27 (34 years old)
Gender	Female
Residential location	Middelburg Mpumalanga
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2023.01 iki 2023.12**  
 Company name Obsideo Consulting  
 You were working at: Administrators  
 Occupation Site Administrator

Working period **nuo 2021.07 iki 2023.12**  
 Company name Sukuma Engineering  
 You were working at: Administrators  
 Occupation Site Administrator

Working period **nuo 2015.09 iki 2021.06**  
 Company name SSG Khulisa  
 You were working at: Administrators  
 Occupation Site Administrator & Document Controller

**Education**

Educational period **nuo 2013.01 iki 2015.10**  
 Degree Diploma  
 Educational institution Oxbridge Academy  
 Educational qualification Diploma in Project Management

**Languages**

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

**Additional information**

Your hobbies Running  
 Reading  
 Arts & Crafts - DIY  
 Gardening  
 Traveling  
 Cooking

Driver licenses B Light Vehicle ≤ 3,500kg

Salary you wish 30000 R per month

How much do you earn now 35000 R per month