



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 (33 years old)
Gender	Female
Residential location	Middelburg Mpumalanga
Email address	<i>Information is available only for registered users.</i> Sign in

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