



# Simone Pieters

Curriculum Vitae (CV)

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

The job I am looking for is one that allows me to utilize my diverse skill set in administration, sales, and customer service in a remote setting. My positive points include:

**Strong Work Ethic:** I am dedicated and committed to delivering high-quality work in every task I undertake, ensuring that deadlines are met and objectives are achieved.

**Adaptability:** I have demonstrated the ability to adapt quickly to new environments and technologies, allowing me to thrive in diverse work settings and remote work arrangements.

**Excellent Communication Skills:** With proficiency in both Afrikaans and English, I possess excellent verbal and written communication skills, enabling effective collaboration with colleagues and clients.

**Versatile Computer Skills:** I am proficient in various computer applications, including Microsoft Office Suite, Pastel, Virtual Card Services, OPERA PMS, PICS software, ADP, Google Sheets, BambooHR, and Microsoft To-Do, allowing me to efficiently manage tasks and workflows remotely.

**Experience in Remote Work:** Having worked remotely in previous roles, such as at Gobolt and ADIOS, I am well-equipped to handle administrative tasks, manage databases, and ensure compliance with policies and procedures without direct supervision.

**Multitasking Abilities:** With experience in handling multiple responsibilities simultaneously, such as HR administration, lead generation, reservation management, sales, and customer service, I am capable of managing diverse tasks efficiently and effectively.

Overall, I am seeking a remote position where I can leverage my skills and experiences to contribute to the success of the organization while embracing the flexibility and autonomy of remote work.

Preferred occupation

**Administrators**

Administrative jobs

**Sales consultant**

Sales jobs

**HR specialists**

Management, human resources jobs

**Data capturers**

Administrative jobs

**Customer care agent**

Administrative jobs

Receptionist  
Administrative jobs

Preferred work location Remote  
Gauteng

**Contacts and general information about me**

Day of birth 1993-12-30 (30 years old)  
 Gender Female  
 Residential location Pretoria / Tshwane  
Gauteng  
 Telephone number *Information is available only for registered users.*  
[Sign in](#)  
 Email address *Information is available only for registered users.*  
[Sign in](#)

**Languages**

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

**Computer knowledge**

Proficient in Microsoft Office Suite: Word, Excel, Outlook.

- Experienced in using financial software such as Pastel and Virtual Card Services.
- Familiar with OPERA PMS (Property Management System) for hospitality management.
- Skilled in utilizing PICS (Productivity, Insight, Cash-flow, and Sales) software.
- Knowledgeable in ADP (Automatic Data Processing) for human capital management.
- Competent in Google Sheets for collaborative data management.
- Experienced with BambooHR for human resources management.
- Proficient in Microsoft To-Do for task organization and management.

**Additional information**

Driver licenses B Light Vehicle ≤ 3,500kg  
 Driver license from 2015-00-00 (10 years)  
 Salary you wish 35000 R per month  
 How much do you earn now 22000 R per month