



Terri Leigh Anderson

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an administrative position, I have 8 years administrative experience , I am accurate and trustworthy. I do everything to the best of my ability. I always strive to produce quality work. I am able to work in a team or individually. I am very helpful ,eager to learn and I also learn quickly. I enjoy administrative work and it's something I would love to do ,but to also grow within a company, eventually I would love to be in an HR role.

Preferred occupation	Administrators Administrative jobs
Preferred work location	West Rand Gauteng

Contacts and general information about me

Day of birth	1995-06-28 (29 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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

Work experience

Working period	nuo 2014.12 iki 2023.03
Company name	Nedbank
You were working at:	Banking
Occupation	Credit Support Administrator
What you did at this job position?	Document collation, student loan and overdrafts payouts, escalation boxes, quality assurance, pre agreement and agreement documents.

Working period **nuo 2014.02 iki 2014.11**
 Company name Cafe Nes
 You were working at: Waiters, waitresses
 Occupation Waitress
 What you did at this job position? Greet and seat patrons, take orders accurately, communicate with kitchen staff, cleaning and setting tables.

Education

Educational period **nuo 2009.01 iki 2013.11**
 Educational institution West Ridge High School
 Educational qualification Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

I have experience with the whole Microsoft Office Suite.

Additional information

Salary you wish 13000 R per month