



# Charlene Xirogiannis

Curriculum Vitae (CV)

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

I am an honest, punctual hard worker with over 10 years' experience in the Administration field, my current role is Admin Assistant.

I am responsible for the running of the office from Receptionist (answering and directing calls, taking messages), Admin Assistant (filing, photocopying, ordering stationery/groceries for the office, petty cash) to Accounts (debtor's accounts, creditors account up to R1.5 million), Personal Assistant (Booking flights, car rental, accommodation)

I am computer literate in Microsoft Word, Excel, Outlook, and Pastel Evolution.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1983-06-05 (41 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2010.05 iki dabar</b>
Company name	Ohlhorst Marble and Granite
You were working at:	Builders
Occupation	Admin Assitantant/PA/Receptionist

## Education

Educational period	<b>nuo 1997.01 iki 2001.12</b>
Degree	Grade 12 / Matric
Educational institution	Hillview High School

Educational period	<b>nuo 2012.01 iki 2012.12</b>
Degree	Certificate
Educational institution	Varsity College
Educational qualification	Basic Bookkeeping

### Languages

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

### Computer knowledge

Microsoft Word  
Microsoft Excel  
Outlook  
Pastel Evolution

### Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2004-11-00 (20 years)
Salary you wish	20000 R per month
How much do you earn now	15000 R per month