



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

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

Education

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

Educational period	nuo 2012.01 iki 2012.12
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 (19 years)
Salary you wish	20000 R per month
How much do you earn now	15000 R per month