



# Heather Van Zyl

Curriculum Vitae (CV)

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

I am seeking employment in the following fields: Secretarial/Personal Assistant/Administrative/Data Capturing positions/HR assistant

My strong points are:

- \* Computer Literate - MS Word, MS Excel, MS Powerpoint, MS Outlook, SAGE and Zoho CRM
- \* Fast and accurate typing skills - I type between 90-120 wpm
- \* Attention to Detail
- \* Planning & organising events/functions (from small to large functions). This has always been the best part of my working career. From work functions to private functions, which include weddings - I thoroughly enjoy.
- \* Excellent Time Keeping - I have always made it a priority to not arrive late for work
- \* Excellent organisational skills
- \* Office management - looking after office supplies, kitchen supplies, staff records+files, Policies & Procedures, Team Building activities, Asset register and general office tasks
- \* HR tasks, from organising staff files, keeping records, typing of contracts, minute taking for disciplinary hearings, and general HR duties
- \* Repetitive typing and uploading of data on spreadsheets
- \* Quick learner and can work unsupervised

I always strive for perfection in all that I do and pride myself on good work ethics.

I am always willing to go the extra mile to complete the job on hand.

I am a honest and hard-worker, with my own reliable transport.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Personal assistant</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
Preferred work location	<b>Durban</b> KwaZulu-Natal

## Contacts and general information about me

Day of birth	1962-06-06 (62 years old)
Gender	Female
Residential location	Outer West Durban Area Drummond KwaZulu-Natal
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>

#### **Additional information**

Salary you wish	R15,000.00 R per month
How much do you earn now	R13,000.00 R per month