



Sarita Hattingh

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any administrative or personal assistant jobs. I have been working for 21 years as legal secretary, working independently, energetic, finish task on time, willing to learn new skills, dependable.

Preferred occupation	Secretaries Administrative jobs
	Personal assistant Administrative jobs
Preferred work location	Kathu Northern Cape

Contacts and general information about me

Day of birth	1982-07-08 (42 years old)
Gender	Female
Residential location	Postmasburg Northern Cape
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 2003.09 iki dabar
Company name	Oosthuizen Sweetnam Reitz & Fourie
You were working at:	Secretaries
Occupation	Legal Secretary
What you did at this job position?	Property transfers, private and FNB bond registration, estates, wills

Education

Educational period	nuo 1989.01 iki 2000.12
Degree	Grade 12 / Matric
Educational institution	Stella High School

Languages

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

Computer knowledge

Word

Excell

Lexis Nexis

Recommendations

Contact person	Pieter Sweetnam
Occupation	Attorney
Company	Oosthuizen Sweetnam Reitz & Fourie
Telephone number	+27734504059
Email address	pieter.osr@gmail.com

Additional information

Your hobbies	Gardening Refurnishing old chairs and cabinets
Driver licenses	B Light Vehicle ≤ 3,500kg
Salary you wish	20000 R per month
How much do you earn now	17000 R per month