



# Debbie Greeff

Curriculum Vitae (CV)

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

TO SECURE A CHALLENGING AND FULFILLING ROLE IN A CUTTING-EDGE BUSINESS WHERE I CAN APPLY MY KNOWLEDGE AND EXPERIENCE TO SUPPORT THE EXPANSION AND SUCCESS OF THE FIRM.

I am a dedicated, vivacious, trustworthy, and diligent professional with a strong work ethic.

I thrive in dynamic situations and am committed to lifelong learning. I'm fun-loving, passionate, and take pride in honesty, dedication, and integrity. I believe that positive relationships with clients and colleagues are crucial for a company's success.

Preferred occupation	<b>Personal assistant</b> Administrative jobs
	<b>Administrators</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
	<b>Receptionist</b> Administrative jobs
Preferred work location	<b>Upington</b> Northern Cape
	<b>Somerset East</b> Eastern Cape

## Contacts and general information about me

Day of birth	1972-02-19 (52 years old)
Gender	Female
Residential location	Somerset East Eastern Cape
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 **nuo 2021.06 iki 2022.03**  
 Company name Lewis Stores  
 You were working at: Other jobs  
 Occupation Training Branch Manager  
 What you did at this job position? Compiling financial data, credit histories, and loan applications. Overseeing daily activities for efficient resource allocation and job execution. Using data-driven insights for informed staffing decisions. Identifying new company prospects and expanding locations. Proactively managing team duties and ensuring high- quality service. Ensuring timely filing and adherence to supervisors and regulatory bodies. Employing efficient sales techniques to exceed expectations and meet branch goals. Fortifying ties with important clients for long-term partnerships and revenue development.

Working period **nuo 2021.06 iki 2022.03**  
 Company name Nxuba Wind Farm  
 You were working at: Other jobs  
 Occupation Administrative clerk to Project Manager  
 What you did at this job position? Daily assistance to co-workers and staff. Organization and detail-oriented work ethic. Managed file system and data input. Provided clerical support to corporate workers. Handled document copying, faxing, and filing. Routed business correspondence and documents. Communicated with divisions and staff. Completed forms, reports, logs, and records quickly. Handled HR-related documents.

**Education**

Educational period **nuo 1985.01 iki 1989.12**  
 Degree Grade 12 / Matric  
 Educational institution High School Piet Retief  
 Educational qualification National Certificate Grade 12  
 I could work Office Administration

**Languages**

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

**Computer knowledge**

PARADIGM

SMART ADVICE

XPLAN

ASTUTE

MS OFFICE

**Recommendations**

EXCEL

Contact person

professional references upon request

RAPTOR

**Additional information**

YOGA

READING

CROSSWORD PUZZLE SOLVING

HISTORICAL DOCUMENTARIES

WATCHING

MUSIC LISTENING

ANIMAL DEVOTION

NATURE WALKS, PHOTOGRAPHY

BAKING, GARDENING

Driver licenses

EB Articulated Light Vehicle  $\leq$  3,500kg

Driver license from

2002-07-00 (22 years)

Salary you wish

15000 R per month