



June Mareya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Experienced highly skilled Personal Assistant/Secretary/Front Office Manager with Microsoft experience, good communication skills and excellent Customer Care experience

KEY SKILLS

Thirteen (13) years experience in Secretarial, Receptionist and Personal Assistant positions
Computer skills include Microsoft Word, Microsoft Excel, Power Point, Publisher, Databases, Internet & Email

Confident telephone manner as well as good Customer Care knowledge

Experience of working on own initiative and able to prioritise and organise own workload

Experience with Motadata accounting package and Sage Pastel Accounting package

Preferred occupation	Secretaries Administrative jobs
	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1985-06-26 (39 years old)
Gender	Female
Residential location	Johannesburg 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

You were working at:	Builders
----------------------	----------

Additional information

Salary you wish	9000 R per month
-----------------	------------------