



Belinda Taljaard

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Herewith a short introduction on a personal note.

I have in my career accumulated a few years as a office assistant,admin clerk,worked in the creditors department,reception/switchboard and girl Friday if you may.

Front desk reception and other administrative tasks are just some of the tasks that I have performed on a friendly and professional manner, receiving clients and assist with inquiries.(A reference letter available on request)

I am a loyal and trustworthy person I can work in a team or individually with no supervision.

Communication is a strong point and have proven to always be the right direction to go,to communicate to all parties concerned and keep all updated.

Preferred occupation	ADMIN ASSISTANT Administrative jobs
	OFFICE ASSISTANT Administrative jobs
	RECEPTIONIST Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1973-07-20 (51 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

Additional information

Salary you wish	11000.00 R per month
How much do you earn now	9000.00 R per month