



# Zelda De Beer

Curriculum Vitae (CV)

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

I am looking for any Admin work or any secretary work.

My positive points:

I have very strong analytical skills.

I will try to solve the problem's source not the problem.

I will never hesitated to accept my failures.

Through that I will never fails to learn .

I am very good listener, if someone is speaking with me about something.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Secretaries</b> Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1983-06-12 (41 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2016.06 iki 2017.01**  
Company name N1 4x4  
You were working at: Generals  
Occupation Secretary, Cashier  
What you did at this job position? Answering phones, Cashier, Helping out with debtors

### Education

Educational period **nuo 1997.01 iki 2001.12**  
Degree Grade 12 / Matric

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Afrikaans	fluent	fluent	do not know

### Computer knowledge

Microsoft word, excel  
Outlook  
Pastel Partner  
Omni Accounts

### Additional information

Your hobbies I like Reading and long walk in the open air  
Driver licenses B Light Vehicle  $\leq$  3,500kg  
Driver license from 2004-11-00 (20 years)  
Salary you wish 9000 R per month  
How much do you earn now 8500 R per month