



# Marlese Janse Van Rensburg

Curriculum Vitae (CV)

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

I am an experienced Personal Assistant, Secretary and Administrative Manager with a solid history of excellent work relationships and interpersonal skills both with the public and support employee's at all organizational levels managing facilities, support services, customer services and operations. Ability to function under pressure maintaining effective control. Result orientated with a high sense of urgency to complete tasks. Accepted additional responsibilities that easily fit into an already coordinated schedule working independently and without supervision with strong ability to exercise independent judgment striving to exceed expectations and improving standards combined with productive work habits. Required to make decisions on certain work related issues and take full responsibilities for those decisions. Exercise a high standard of human relations and personal integrity, maintaining a high premium on honesty and responsibility. Trustworthy, discreet, hardworking and loyal. I am an energetic, resourceful and disciplined person.

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

## Contacts and general information about me

Day of birth	1973-04-11 (51 years old)
Gender	Male
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>

## Additional information

Salary you wish	12000 - 15000 R per month
How much do you earn now	8000.00 R per month