



# Samantha De Jager

Curriculum Vitae (CV)

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

My career objective is to constantly be challenged and grow my core career skills. I would like to see myself master my job responsibilities and take on more tasks in my career allowing myself to constantly grow and become a specialist in what I do. I want to be an asset to any company I work for and master the responsibilities handed to me.

Willing to got he extra mile

Strong willed

Attention to detail

Self-managed

Preferred occupation                      Secretaries  
Administrative jobs

Preferred work location                      Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth	1981-09-24 (42 years old)
Gender	Female
Residential location	Johannesburg 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 2017.10 iki dabar**

Company name Teljoy

You were working at: Other jobs

Occupation Administrator Assistant

What you did at this job position? Assisting with Creditors,Liaising with suppliers Making sure all the Invoices and POD's are ready for monthly payments Monthly Credit Card Recons Ordering and processing and signing off of stationery (SYSPRO), & receiving of all Departments.Monthly Filing and Archiving.Submission of monthly, creditors packs,ESS Systems Assisting the Vetting Department - Confirmation of Employment, Date of Employment, Salary clearance clarification, Date of Employment

**Education**

Educational period **nuo 2015.10 iki 2016.11**

Degree Certificate

Educational institution Institute of Fitness Professionals

Educational qualification NQF Level 5

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

**Computer knowledge**

MS Word

Excel

Powerpoint

Outlook

Syspro

Ess System

Google

**Conferences, seminars**

Non at the moment

**Additional information**

Your hobbies Training  
 Spending time catching up on series and movies  
 Outdoor adventures  
 Spending time with my animals  
 Going to occasional braais socializing

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from 2008-08-00 (15 years)

Salary you wish 15000 - 20000 R per month

How much do you earn now 15000 R per month