



# Yolande Theron

Curriculum Vitae (CV)

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

I am looking for an administrative post. I am currently the cleaning and catering manager at Shell in Cape town. I am a hardworking , conscientious worker who strive only to give my best. I excel under pressure and I am a strong team player , but I also work well on my own. I am very punctual and my weakness is that I detest lateness in others.

|                         |                           |
|-------------------------|---------------------------|
| Preferred occupation    | Generals<br>General jobs  |
| Preferred work location | Cape Town<br>Western Cape |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1969-04-03 (55 years old)   |
| Gender               | Female  |
| Residential location | Cape Flats<br>Western Cape  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2015.10 iki dabar</b>   |
| Company name                       | masana hygiene services  |
| You were working at:               | Cleaners   |
| Occupation                         | site manager   |
| What you did at this job position? | manage staff,do timesheets,manage stock,oversee distribution of catering,liase with client |

## Education

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 1983.01 iki 1987.12</b> |
| Degree                    | Grade 12 / Matric              |
| Educational institution   | beuvallon sss                  |
| Educational qualification | grade 12                       |

|                           |                                       |
|---------------------------|---------------------------------------|
| Educational period        | <b>nuo 2005.09 iki 2005.12</b>        |
| Degree                    | Certificate                           |
| Educational institution   | college of cape town                  |
| Educational qualification | certificate in mechanical engineering |
| I could work              | as a boilermaker                      |

### Languages

| Language  | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English   | very good      | very good           | very good     |
| Afrikaans | very good      | very good           | very good     |
| isiXhosa  | basic          | basic               | do not know   |

### Computer knowledge

I can work in excel,word,sap and email

### Recommendations

|                  |                          |
|------------------|--------------------------|
| Contact person   | trisha walasan           |
| Occupation       | soft services lead       |
| Company          | shell                    |
| Telephone number | 082 612 0607             |
| Email address    | walasan.trisha@shell.com |

|                  |                        |
|------------------|------------------------|
| Contact person   | jeffrey poole          |
| Occupation       | facilities manager     |
| Company          | shell                  |
| Telephone number | 076 811 0800           |
| Email address    | ppole.jeffrey@hell.com |

### Additional information

|                          |                         |
|--------------------------|-------------------------|
| Your hobbies             | reading,going to church |
| Driver licenses          | None                    |
| Salary you wish          | 10 000 R per month      |
| How much do you earn now | 10 000 R per month      |