



Deirdre Bakkerus

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Throughout my 10 years and more experience as a Personal / Executive Assistant, I have demonstrated excellent administrative qualities, overall office management and managerial experience.

I have maintained the highest performance standards within a diverse range of administrative functions as outlined on my resume. I have a proven reputation with a consistent history of exemplary performance in the following areas:

- Strong time-management and interpersonal skills coupled with the flexibility & experience required to adjust to rapidly changing schedules and priorities
- A strong ability to work on own initiative with minimal supervision
- Excellent communication skills, both written as well as oral
- Computer skills (Microsoft office packages, especially Outlook, MS Word, PowerPoint, and Excel)
- An ability to multitask and manage heavy workload
- Excellent typing skills
- Ability to draft official correspondence
- Demonstrated capacity to develop and maintain administrative processes that improve the efficiency and daily operations of an executive's schedule and business practices.
- Strong background in all aspects of office management
- Hands on proactive problem solver who is able to quickly learn new systems

Preferred occupation Personal Executive assistant
Administrative jobs

Preferred work location East Rand
Gauteng

Contacts and general information about me

Day of birth 1978-10-08 (46 years old)

Gender Female

Residential location East Rand
Gauteng

Telephone number

Information is available only for registered users.
[Sign in](#)

Email address

Information is available only for registered users.
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Additional information

Salary you wish 25000 R per month

How much do you earn now 22700 R per month