



# Elsie Halfen

Curriculum Vitae (CV)

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

I'm looking for any administrative position. HR or any other position that I'm suited for. I'm hardworking, reliable, trustwurdy and honest. I can work well as part of a team or on my own. I can work well under pressure. I always meed deadlines. Can work well with all levels and tipos of people. I have a wide work experience.

Preferred occupation	Administrators Administrative jobs
Preferred work location	West Rand Gauteng
	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1974-09-23 (49 years old)
Gender	Female
Residential location	West Rand 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	<b>nuo 2014.02 iki 2017.01</b>
Company name	AP Mount Grace
You were working at:	HR specialists
Occupation	HR/Payroll Administrator
What you did at this job position?	All HR duties

## Education

Educational period	<b>nuo 2008.01 iki 2009.12</b>
Degree	Diploma
Educational institution	Acadamy of York
Educational qualification	Accounting and Bookkeeping
I could work	Creditors, Debtors, Administrator

### Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Afrikaans	fluent	fluent	fluent

### Computer knowledge

- Word Perfect 5.1
- Windows 95
- Windows NT
- Outlook
- Word
- Excel
- Power Point
- VAT 100
- Income Tax System
- Office 2000
- Persal
- Pastel
- Net account
- ESS
- Some knowledge of VIP
- Procard

### Recommendations

Contact person	Mariette Beukes
Occupation	Former F&B Manager
Company	AP Mount Grace
Telephone number	082859956
Contact person	Mmabatho Moremedi
Occupation	Former HR Manager
Company	AP Mount Grace
Telephone number	0833003473

### Additional information

Your hobbies	Studing Reading
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1996-09-00 (27 years)
Salary you wish	12500 R per month
How much do you earn now	9102.16 R per month