



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 (50 years old)
Gender	Female
Residential location	West Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2014.02 iki 2017.01
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	nuo 2008.01 iki 2009.12
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 (28 years)
Salary you wish	12500 R per month
How much do you earn now	9102.16 R per month