



# Adel Steenkamp

Curriculum Vitae (CV)

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

I am very ambitious and I regard my-self as a very humble, down to earth person. I do have a lot of respect for my superiors and the people that I work with. My current environment is a very high pressure environment with set deadlines, on daily, weekly and monthly periods. These deadlines entail payroll for contractors on various sites. I was able to meet my deadlines in time and I have proved to be good in handling all my daily and weekly tasks

During my working career I have proven myself to be very popular with my co-workers and staff members. I always conducted myself in a very professional manner at all times. I have excellent communication skills and I was able to interact with everyone at all levels. I have proven to be a natural and organized thinker and I was able to translate my ideas into practice.

Above all I have outstanding interpersonal skills and communication skills with strong work ethics. I am capable of building good relationships via client liaisons and dealing with suppliers or vendors. I can be trusted with confidential matters and have the ability to work well in a team as well as independent.

I am computer literate and am capable of learning any program or computer skill in a very short time span. I am confident and take pride in my work. I firmly believe should you afford me an opportunity I would be an asset to your company.

I believe firmly excellent client service and do have the ability to get under the skin of most of my clients.

Preferred occupation	Administrators Administrative jobs
Preferred work location	East Rand Gauteng

## Contacts and general information about me

Day of birth	1982-07-21 (42 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

10000 R per month

How much do you earn now

10000 R per month