



Terry Van Rooyen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I feel I would be perfect for an administrative role because I have admin and reception experience. I am highly organized and very bubbly. I absolutely enjoy working with people yet fully capable of working on my own.

I have a very high energy and am very responsible, reliable and focused.

I strive in excellent service and I am determined to succeed.

Your time and consideration is highly appreciated,

I look forward to hearing from you.

Kindest regards

Terry Van Rooyen

Preferred occupation	Administrators Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Gender	Female
Residential location	East 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 2010.01 iki 2012.06
Company name	Exclusive catering Pty Ltd
You were working at:	Administrators
Occupation	Admin/ waitress
What you did at this job position?	Basic admin and waitressing at events

Working period **nuo 2013.01 iki 2014.05**
 Company name Expressive promotions agency
 You were working at: Receptionists
 Occupation Reception
 What you did at this job position? Switchboard, ordering of groceries and stationery, managing the courier services(waybills) stocktake, all admin duties, filing, typing, arranging snacks for meetings and promoters, calling and checking up on promoters in stores

Working period **nuo 2015.05 iki 2016.04**
 Company name Insulectric Pty Ltd
 You were working at: Administrators
 Occupation Administrator
 What you did at this job position? Switchboard, creating job cards for orders, dealing with clients telephonically and walk in, filing, archiving, ordering of groceries and stationery, sending invoices

Working period **nuo 2016.08 iki 2018.04**
 Company name Dollar thrifty car rentals
 You were working at: Administrators
 Occupation receptionist
 What you did at this job position? very busy switchboard, queries, stationery, groceries, archives, invoices, dealing with clients walk in, dealing with credit card queries and with the banks

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

Computer knowledge
 Excel, powerpoint, word, typing, internet knowledge

Recommendations

Contact person Rowena Chetty
 Occupation Manager
 Company Dollar thrifty car rentals
 Telephone number 011 390 3454
 Email address rowena@thrifty.co.za

Contact person	Kogi Naidoo
Occupation	Depo manager
Company	Dollar thrifty car rentals
Telephone number	011 230 5000
Email address	kogi@thrifty.co.za

Additional information

Your hobbies	Reading Organizing watching T.V
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2012-12-00 (12 years)
Salary you wish	10000 R per month
How much do you earn now	7500 R per month