

Working period **nuo 2009.12 iki 2011.01**

Company name SaniKleen

Occupation PA to Director & Receptionist

What you did at this job position? Manage directors diary and appointments, Typing up and checking time sheets, Liaise with customers and suppliers, Follow up on outstanding orders, Arrange for courier to collect orders, Data capturing (absenteeism's), Take notes during meetings, Typing Quotes/Letters, Reconcile fuel reports, Running errands (banking, driving staff to sites), Ordering office supplies (stationary, groceries), Answering Telephone/ screen calls, Taking messages, Filing, faxing, photocopying, scanning, Assist with customer service and sales, Instruct casual staff on what needs to be done

Education

Educational period **nuo 1993.12 iki dabar**

Languages

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

Computer knowledge

MS Word, Excel, Internet, Email
 Power Point (self taught; basics)
 ACCPAC (in-house at Sanitech)

Additional information

Your hobbies Volunteer at animal rescue centers
 Scuba Dive
 Crafts

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2002-04-00 (22 years)

Salary you wish 13000 R per month

How much do you earn now 11602 R per month