



# Iola Van Heerden

Curriculum Vitae (CV)

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

I am a confident, hardworking person who enjoys challenges. I am looking for any Administrative/Office job. I am very well organised and can fit into any position granted to me. I envisaged a career for myself and inspire to be involved in a company that offers a professional working environment with prospects for career development. Very hard worker and fast learner. I am also very people orientated and work well with people from all walks of life. Great in multi tasking and works well under pressure.

Developed skills and Competencies.

- \* To be organised and systematic
- \* To address problem areas and devise solutions
- \* Handles pressure and copes well in time sensitive situations
- \* Willing to learn and expand skills and knowledge.

My Key Result Areas are as follows

- \* Data Capturer
- \* Administration
- \* Monitoring and Evaluation
- \* Quality Assurance
- \* Time and Asset Management
- \* IT training and Report Generation
- \* Communication and Relationship Management
- \* Filing
- \* Planning and Organisational skills

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Data capturers<br>Administrative jobs |
| Preferred work location | Port Elizabeth<br>Eastern Cape        |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1977-12-10 (46 years old)   |
| Gender               | Female  |
| Residential location | Port Elizabeth<br>Eastern Cape  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

#### **Additional information**

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|-----------------|------------------|
| Salary you wish | 6500 R per month |
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