



Maria Paulina Cloete

Curriculum Vitae (CV)

What job i'm looking for? My positive points

As an accomplished Administrative Assistant with more than 10 years track record, I am hoping that I possess the right expertise and skill-set that your company is looking for.

The following skills is what can be expected from me, but not limited:

I developed skills in managing calendars, sourcing accommodation and arranging travels. Taking minutes of meetings, preparing checks for daily deposits, mailing forms to customers, and preparing correspondence using Microsoft Office Suite. I am dependable and never vacillate to go above and beyond of what is predictable of me.

I strongly believe that flexibility and is a great attribute as it encourages me to continuously learn and explore more about the company. To adapt in an ever changing environment to reach productivity goals. I take pride in my work and do it with passion to produce to best results as expected from me.

I am ideally seeking a position where I can use my previous skills and experiences to make a meaningful contribution to an organisation whom is prepared to consider my application.

| | |
|-------------------------|--|
| Preferred occupation | Administrators Administrative jobs |
| | Data capturers Administrative jobs |
| | Grv Clerk Retail, store jobs |
| Preferred work location | West Coast Western Cape |
| | Northern Suburbs Western Cape |

Contacts and general information about me

| | |
|--------------|---------------------------|
| Day of birth | 1969-05-18 (55 years old) |
| Gender | Female |

Residential location West Coast
Western Cape

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2016.10 iki 2017.11**

Company name Sea Harvest Corporation (Pty) Ltd

Occupation Data Capturer Intern

What you did at this job position? Creating, retrieving and copying personal data from one program and storing in another program.

Working period **nuo 2016.05 iki 2016.10**

Company name St. Andrews Primary School

Occupation Administration Intern

What you did at this job position? Assist the educators with daily admin tasks.

Working period **nuo 2012.11 iki 2013.06**

Company name On the Spot Laundromat

Occupation General worker? Cashier

What you did at this job position? Serving the public with their laundry needs, keeping in mind health and safety.

Working period **nuo 2005.02 iki 2012.11**

Company name Pick n Pay Stores

Occupation Admin/Price Clerk

What you did at this job position? Managing the pricing and receiving, matching invoices. Returning of damaged and expired goods. Creating emergency orders.

Working period **nuo 1997.06 iki 2005.02**

Company name Shoprite Checkers Group

Occupation Money Market Clerk

What you did at this job position? Handling lotto machine. Daily bus bookings, computicket. Liaising with Head Office emailing new employees list on weekly basis.

Education

Educational period **nuo 2013.01 iki 2014.06**
 Educational institution West Coast College
 Educational qualification Management N6
 I could work Secretary, Receptionist, Data Capturer, Admin Clerk, Grv Clerk. Administrator.

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| Afrikaans | fluent | fluent | fluent |

Computer knowledge

Ms Office
 OS Windows

Recommendations

Contact person Sandra Skippers
 Occupation General Manager
 Company On the Spot Laundromat
 Telephone number 079 942 2184

Contact person Anthea Jordaan
 Occupation Receiving Manager
 Company Pick n Pay
 Telephone number 022 715 1080

Contact person Liza Maasdorp
 Occupation Frontline Manager
 Company ShopriteCheckers
 Telephone number 022 703 6400

Additional information

Your hobbies Puzzles(Seduko.) Love the outdoors, especially the coastlines. Spending time with family and friends, having a braai sitting by the fire. Love sewing and reading magazines. Music, mostly all genres. I love travelling, whenever I can.

NB: Have learners, busy with driving lessons.

Driver licenses None
 Salary you wish 6000-10 000 R per month
 How much do you earn now 0000 R per month