



Etrichia Stokes

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist/Administrator

Strong admin skills, trustworthy, punctual, neat and loyal

Preferred occupation	Administrators Administrative jobs
	Receptionist Administrative jobs
Preferred work location	Northern Suburbs Western Cape

Contacts and general information about me

Day of birth	1965-05-20 (59 years old)
Gender	Female
Residential location	Northern Suburbs Western Cape
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 1987.05 iki 2017.01
Company name	DairyBelle
You were working at:	Administrators
Occupation	Production Administrator
What you did at this job position?	Admin, secretary, reception, inventory, petty cash, liasing with clients
Working period	nuo 2018.07 iki 2019.04
Company name	PETport
You were working at:	Receptionist
Occupation	Receptionist/Domestic Consultant
What you did at this job position?	Receptionist/Domestic Consultant

Education

Educational period	nuo 1979.01 iki 1981.12
Degree	Grade 10
Educational institution	High School De Ruyter
Educational qualification	Grade 10

Languages

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

Computer knowledge

MS Office

Recommendations

Contact person	Francois van Zyl
Occupation	Unit Manager
Company	DairyBelle
Telephone number	082 371 4584

Additional information

Your hobbies	Reading, walking, gardening
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1985-03-00 (39 years)
Salary you wish	10000 R per month
How much do you earn now	8500 R per month