



Diana Theron

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am interested in Admin Assistant, Receptionist or PA work. I have a positive attitude, am helpful and friendly but still keep it professional. I am fully bilingual with good communication, administrative and organizational skills, excellent telephone and email etiquette and can work under pressure. I work well in a team as well as on my own, do not need supervision and have excellent people skills. Multi-tasking is no problem and I am conscientious about the quality of work I deliver. I am hard working and do not mind to go the extra mile. Punctuality is very important to me. I am proficient in Word, Excel, PowerPoint and Outlook. I also have basic Sage/Pastel experience. I have a valid driver's license as well as my own transport and can start immediately.

Preferred occupation	Receptionist Administrative jobs
	Personal assistant Administrative jobs
	Administrators Administrative jobs

Contacts and general information about me

Day of birth	1965-05-18 (59 years old)
Gender	Female
Residential location	Pretoria / Tshwane 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 1998.11 iki 2016.12
Company name	Standard Bank of South Africa Limited
You were working at:	Sales consultant
Occupation	Business Online Consultant
What you did at this job position?	Main function was to sign clients up for Business Banking payment system.

Languages

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

Additional information

Driver licenses	EB Articulated Light Vehicle \leq 3,500kg
Salary you wish	12000 R per month