



# 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> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 1998.11 iki 2016.12</b>
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**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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