



# Sune Beukes

Curriculum Vitae (CV)

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

I am a mature, polite and intelligent individual. I believe in working hard while always maintaining a healthy working balance. I am a strong leader who believes in clear boundaries and firm discipline. I enjoy working with people and thrive in a team environment. I am a good motivator and always communicate clearly.

For 15 years I did worked at Gelderblom's Motors. My role was managed the forecourt & retail shop which include the following responsibilities:

- \* Debtors & Creditors Clerk which include handling of all queries on accounts, processing invoices, allocate payments.
- \* Administration Clerk
- \* PA Assistant

At Star Motor Group I was appointed as an Internal Compliance Officer, I also manage a small Construction Service and was at time a Receptionist as well with Admin duties.

I did work for Boshoff Visser as a Short Term Insurance Administrator.

I am a well-organized person who believes to achieve the goal at the end of the day. I always give more than 100%. I believe that I will be the most suitable candidate for this position of all the experiences that I have acquired.

I am immediately available.

Thanks for taking the time to read my CV .

Preferred occupation

**Administrators**  
Administrative jobs

**Debotors clerk**  
Finance jobs

**Creditors Clerk**  
Finance jobs

Preferred work location

**Bredasdorp**  
Western Cape

**Contacts and general information about me**

Day of birth	1980-12-29 (43 years old)
Gender	Female
Residential location	Overberg Western Cape
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>

**Additional information**

Salary you wish	5000 R per month
How much do you earn now	0.00 R per month