



Werdine Greeff

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Any administration/PA/office positions.

I am hard working. I can work fast and can multitask.

I speak afrikaans and English. I've studied diploma business management at Nelson Mandela University and graduated in April 2019.

I'm always on time and positive. I love to work and see my Co workers and I grow as we are a team and we need to reach our goal together. I'll always try to maintain a positive atmosphere.

I don't like conflict but will always try to sort it out as soon as possible and with all the care needed without trying to hurt anyone.

I'm always flexible, so if I need to work overtime, that's not a problem. I'll always do my best and try to better myself each day. I'm a team player and motivate everyone to work together.

Preferred occupation
Administrators
Administrative jobs

Preferred work location
Eden
Western Cape

Contacts and general information about me

Day of birth
1995-12-25 (28 years old)

Gender
Female

Residential location
Eden
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 2015.01 iki 2019.01

Company name
Chilli & Chives George

You were working at:
Waiters, waitresses

Occupation
Waitress

What you did at this job position? I was a waitress at Chilli & Chives part time

Working period **nuo 2015.01 iki 2019.07**
 Company name Private (Aupair)
 You were working at: Aftercare assistant
 Occupation Iwas an aupair for 4 years now while studying at Nelson Mandela University.
 What you did at this job position? Looking after kids, pick them up from school, do their homework with them. Take the to sport and feed them.

Education

Educational period **nuo 2010 iki dabar**
 Degree Grade 12 / Matric
 Educational institution Outeniqua high school
 Educational qualification Grade 12

Educational period **nuo 2015.02 iki 2019.04**
 Degree Diploma
 Educational institution Nelson mandela University
 Educational qualification Diploma :Business Management :Retail

Languages

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

Computer knowledge

I had computer classes in school from grade 8 - 12.
 I had an computer course for 6 months at university as part of my diploma course. I know how Microsoft, excel and PowerPoint works. I can manage and operate an computer.

Recommendations

Contact person Tertius Nel
 Occupation Owner of chilli & chives
 Company Chilli & Chives
 Telephone number +27 72 514 9890

Contact person Helene van zyl smit
 Occupation Aupair
 Company Private
 Telephone number +27 73 891 6561

Additional information

Your hobbies	-Running -Walking in the mountains -arts and crafts (colouring) Spending time with family and friends
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2014-08-00 (10 years)
Salary you wish	R7000 R per month
How much do you earn now	R4000 R per month