



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 te reach our goal together. I'll always try to maintain an 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 an problem. I'll always doing my best en try to better myself each day. I'm an 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.*
[Sign in](#)

Work experience

Working period **nuo 2015.01 iki 2019.01**

Company name Chillli & Chives George

You were working at: Waiters, waitresses

Occupation Waitress

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

Working period	nuo 2015.01 iki 2019.07
Company name	Private (Aupair)
You were working at:	Aftercare assistant
Occupation	I was 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 them 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 a 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 a 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 (9 years)
Salary you wish	R7000 R per month
How much do you earn now	R4000 R per month