



Elana Vorster

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a positive, outgoing, team player, who loves to learn new things. I pride myself on my punctuality and loyalty.

Preferred occupation	Administrators Administrative jobs
	Secretaries Administrative jobs
	Debtors clerk Administrative jobs
	Switchboard operator Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1995-06-18 (29 years old)
Gender	Female
Residential location	Lydenburg Mpumalanga
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 2014.06 iki 2014.07
Company name	Bilnor Labour Mpumalanga
You were working at:	Jobs for students
Occupation	Data capturer and Recruitment Clerk (Temporary)
What you did at this job position?	Recruitment. Data capturing.

Working period **nuo 2015.03 iki 2015.04**
 Company name Woelwaters Speelgroep
 You were working at: Part time jobs
 Occupation Teachers Assistant
 What you did at this job position? Assisting the teacher for a 6 months old - 3 years old children

Working period **nuo 2015.06 iki 2015.11**
 Company name Brooke Lombard
 You were working at: Nannies
 Occupation Au Pair
 What you did at this job position? Look after 2 year old. Helping 6 and 8 year olds with homework.

Working period **nuo 2017.03 iki 2017.09**
 Company name Mash Engineering
 You were working at: Debotors clerk
 Occupation Financial Clerk
 What you did at this job position? Managing and processing payroll

Working period **nuo 2017.09 iki dabar**
 Company name Bilnor Engineering/ Bilnor Projects
 You were working at: Debotors clerk
 Occupation Wages Clerk
 What you did at this job position? Manage and processing payroll

Education

Educational period **iki 2014.12**
 Degree Grade 12 / Matric
 Educational institution High School Lydenburg
 Educational qualification Matric

Languages

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

Computer knowledge

Sage Pastel Partner

Intercode

Google Chrome

Windows

Recommendations

Microsoft Office (Excell, word, outlook)

Contact person Kotie Vorster

Adobe PDF reader
Occupation Office Manager

Company Bilnor Projects

Telephone number 082 746 6125

Email address kotie@bilnor.co.za

Contact person Phillip Masha

Occupation Managing Director

Company Mash Engineering

Telephone number 076 773 4487

Additional information

Driver licenses B Light Vehicle ≤ 3,500kg

Driver license from 2014-07-00 (10 years)

Salary you wish 8000 R per month

How much do you earn now 1000 R per month