



# Luke Belcher

Curriculum Vitae (CV)

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

I am happy with what I have achieved in my life so far and look forward to the new growth and challenges that may lay ahead.

Thanking you in advance for putting your trust and faith in me.

Luke-Caven Belcher

Preferred occupation: Buyer  
 Administrative jobs

Enjoy the journey that is my life. Data capturers  
 Administrative jobs

Preferred work location: Cape Town  
 Western Cape  
 I am a hard-working individual, determined, persistent, inquisitive, organized, meticulous, bordering on being a perfectionist, admin orientated, have good negotiation skills and have good time management skills.

Montague Gardens  
 Western Cape

I am someone who follows instructions, but when required will work outside the set boundaries, when and where legal. I am comfortable working on my own or in a group, not needing affirmation or confirmation from my peers, taking pride in everything that I do. I am loyal and dedicated to a fault, believing that the company I am employed by is putting their faith in me to protect and further the business when and where required.

Northern Suburbs

Tableview

Boubergstrand

Western Cape

Tableview

Western Cape

**Contacts and general information about me**

Personality wise, at first I come across as being an introvert and somewhat stuck up, but that is far from the truth. I am a peoples person and get along well with everyone. I have a great sense of humor and strive to make those around me happy as well and do not anger easily.

Residential location: Tableview  
 Western Cape

I am able to work in various Office programs such as Word, Excel, Outlook, Power Point, Front Page and the likes. I am a fast learner, finding it invigorating learning new computer programs. I am able to troubleshoot and repair basic problems on pc's, hardware and software. With each of the

positions that I have had at the various companies I had to be taught the programs they used. By the time I left the employ of the company I had learned sufficiently that I was able to train others,

**Additional information**

not only in the field that I was employed in, but in various other fields as well.

Driver licenses: EB Articulated Light Vehicle ≤ 3,500kg

Salary you wish: 12000 R per month

Some of my skills are: Customer Service / Liaison, Management, Negotiation, Sourcing, Supply

Chain Management / Procurement, Office Administration, Account Reconciliation, Project Planning,

Stock Control, Bond Store, Staff Management, Transport, Internal Sales, Sales Management,

Automation, Engineering, Manufacturing, Real Estate, PC Trouble Shooting and repairs, SYSPRO,