



Charlene Chieff

Curriculum Vitae (CV)

What job i'm looking for? My positive points

As a dedicated and results-driven woman with a background of excellent administrative skills it would be a great honor to be considered for the job opportunity that is being made available. I am hard working individual and my focus would be on fulfilling my daily duties to the best of my ability and to do what is expected of me. I believe that I am the best person for the job as I have the experience and the time to fulfill my duties I also focus on exceeding expectations for the customer service delivery and management, also to assist in any administrative work that is needed in any area of my expertise, I possess a good quality of communication skills and the ability to maintain a good working relationship in the most professional manner. I enjoy being part of a professional working team and thrive to make time as an employee at the company a success. I love what I do and I do it very well, No work is too great of a challenge.

Preferred occupation Data captureurs
 Administrative jobs

Contacts and general information about me

Day of birth 1984-05-29 (40 years old)

Gender Female

Residential location Northern Suburbs
 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 2008.01 iki 2016.12**

Company name Prime Cleaning Suppliers

You were working at: Administrators

Occupation Administrator

What you did at this job position? All admin duties which included, capturing of documents, invoicing, filling and other general admin duties

Working period **nuo 2017.09 iki 2019.12**
 Company name Peri Formwork & Scaffolding
 You were working at: Builders
 Occupation Data Capture
 What you did at this job position? Capturing of all documents, in receiving and dispatch, filing and general admin duties

Education

Educational period **nuo 1998.01 iki 2002.12**
 Degree Grade 12 / Matric
 Educational institution Buren High School
 Educational qualification Completed High School
 I could work Full Time

Languages

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

Computer knowledge

My computer knowledge is good, I know your basic programs such as MS Office, financial program such as pastel and a internal program called PSD which the company i currently work for is using.

Recommendations

Contact person Chanelle Brandt
 Occupation Order Processing Manager
 Company Peri Formwork & scaffolding
 Telephone number 021 9012171
 Email address chanelle.brandt@peri.co.za

Additional information

Your hobbies Reading
 Swimming
 Walking
 and being with my family
 Driver licenses None
 Salary you wish 10000 R per month
 How much do you earn now 9300 R per month