

## **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 capturers Administrative jobs

| Contacts and general information about me |  |  |
|---|--|--|
| Day of birth                              | 1984-05-29 (40 years old)  |  |
| Gender                                    | Female   |  |
| Residential location                      | Northern Suburbs<br>Western Cape   |  |
| Telephone number                          | Information is available only for registered users.<br><mark>Sign in</mark>                                |  |
| Email address                             | Information is available only for registered users.<br><mark>Sign in</mark>                                |  |
| 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 |  |

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| 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 |  |

| 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<br>Swimming<br>Walking<br>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   |