



# Emmarentia Botes

Curriculum Vitae (CV)

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

My name is Emmarentia Botes, I am married and are currently employed in Bloemfontein.

I have 12 years of administration knowledge in department's as e.g. financial, agriculture, marketing, sales and reception.

I have experience in:

Office assistant (filling, reception, invoices, handling all clients, cash up, collections)

Sales

Marketing

Stock taking

Organizing functions and schedule meetings

Love working under pressure, hate begin late and can work individually as well in group formation.

I am a positive, outgoing person and love making somebodies day special.

Don't like to complain, doesn't hessite to ask for help when needed to do my work perfectly.

Preferred occupation                      Administrators  
Administrative jobs

Preferred work location                      Bloemfontein  
Free State

## Contacts and general information about me

Day of birth    1981-02-04 (43 years old)

Gender    Female

Residential location                                      Pretoria / Tshwane  
Gauteng

Telephone number                                      *Information is available only for registered users.*  
[Sign in](#)

Email address    *Information is available only for registered users.*  
[Sign in](#)

## Additional information

Salary you wish    15000 R per month

How much do you earn now                                      13000 R per month