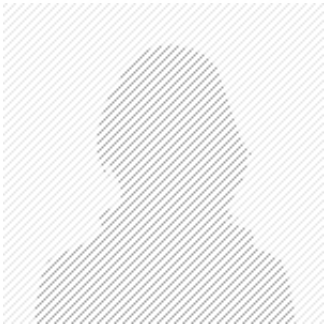

Emmarentia Botes

Curriculum Vitae (CV)

Jobin.co.za

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