



# Anuscke De Wet

Curriculum Vitae (CV)

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

Administratieve, Personal Assistant, Receptionist, Office Manager. I respond to requests from colleagues and clients in a timely manner and am adept at prioritizing multiple ongoing projects.

Additionally, I am proficient in:

Writing correspondence and developing reports from dictation, hand written notes and documents.

Presenting a neat, organized and professional

entrance are to client and vendors.

Maintaining security procedures for all visitors and employees.

Managing written, in-person and email corresponds.

I believe that I am hardworking, loyal, honest and co-operative. I always give my ultimate best in all that I do in my working environment. I am very eager to learn anything that may come my way. I am easily adaptive and bubbly, but when it gets to my work, I am hands on and tend to deliver the best of my ability. I thoroughly enjoy challenges and always seem to stay motivated no matter what the circumstances may be.

My resume and references are attached. I look forward to speaking with you.

Preferred occupation                      Personal assistant  
Administrative jobs

Preferred work location                  East Rand  
Gauteng

## Contacts and general information about me

Gender    Female

Residential location                      East Rand  
Gauteng

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

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

## Work experience

Working period **nuo 2018.09 iki dabar**  
 Company name Allure Beauty and Spa  
 You were working at: Administrators  
 Occupation Receptionist  
 What you did at this job position? Receptionist

Working period **nuo 2015.11 iki 2018.08**  
 Company name Octavias Day Spa  
 You were working at: Generals  
 Occupation Receptionist  
 What you did at this job position? Receptionist

**Education**

Educational period **nuo 2013.01 iki 2015.10**  
 Educational institution Isa Carstens Academy  
 Educational qualification Somatologist  
 I could work Yes

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good		very good

**Computer knowledge**

"Strong Computer Literacy  
 Strong communication skills - both telephonically and written  
 Good knowledge of Word and Outlook."  
 Diary management  
 Daily administration and secretarial tasks  
 Handling telephonic enquiries and general reception duties  
 "Management of staff files and attendance  
 register  
 Organizing large group appointments and arranging food

Analytical and problem I believe that I am hardworking, loyal, honest and co-operative. I always give my ultimate best in all that I do in my working environment. I am very eager to learn anything that may come my way. I am easily adaptive and bubbly, but when it gets to my work, I am hands on and tend to deliver the best of my ability. I thoroughly enjoy challenges and always seem to stay motivated no matter what the circumstances may be.

### Additional information

Your hobbies	Photography Adventurous
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2012-12-00 (11 years)
Salary you wish	16000 R per month
How much do you earn now	13000 R per month