

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.

<u>Sign in</u>

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

LanguageSpeaking levelUnderstanding levelWriting levelEnglishvery goodvery 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 \leq 3,500kg

Driver license from 2012-12-00 (12 years)

Salary you wish 16000 R per month

How much do you earn now 13000 R per month