



# Clechia Pretorius

Curriculum Vitae (CV)

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

Good Day

I have completed a three year National Diploma in Human Resource Management as well as obtained valuable work experience in different areas of Administration and Customer Service.

I speak both Afrikaans and English fluently.

I am a very friendly and patient person.

I have strong organisational skills and I am very detail orientated and process driven.

My excellent communication skills result in positive interpersonal relationships with colleagues.

I am good at learning and applying new information.

In addition to these attributes, I have strong computer skills with proficiency in MS Office and VIP Payroll.

Kindly refer to my CV for further details regarding my qualifications and experience.

I am convinced that I can be an asset to your company as I am a dedicated and hard worker.

I look forward to our future correspondence.

Kind Regards

Clechia Pretorius

074 061 7507

Preferred occupation

Administrators  
Administrative jobs

Preferred work location      Pretoria / Tshwane  
Gauteng

### Contacts and general information about me

Day of birth      1985-11-13 (39 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      20000 R per month

How much do you earn now      12000 R per month