



# Desiree Gerber

Curriculum Vitae (CV)

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

I am positive and hard worker. I am willing to learn and perform my very best to my ability.

Preferred occupation	Administrators Administrative jobs
	Nail technicians Beauty industry jobs
Preferred work location	Eden Western Cape

## Contacts and general information about me

Day of birth	1978-05-17 (46 years old)
Gender	Female
Residential location	Eden Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2016.03 iki 2017.06</b>
Company name	Gerber Security, Solutions & Training Academy
You were working at:	Administrators
Occupation	Office Manager / Admin Clerk / Bookkeeper
What you did at this job position?	<ul style="list-style-type: none"><li>• Created filing and organizational practices for new company</li><li>• Performed basic accounting functions including cash reconciliations and wire transfers (EFT) in QuickBooks</li><li>• Typed documents such as correspondence, drafts, memos, and emails</li><li>• Opened, sorted, and distributed incoming messages and correspondence</li><li>• Purchased and maintained office supply inventories, being careful to adhere to budgeting practices</li><li>• Greeted customers in friendly and efficient manner</li></ul>

## Education

Educational period	<b>nuo 1997 iki 1999</b>
Degree	Grade 12 / Matric
Educational institution	<input type="checkbox"/> National Secretarial Certificate
Educational qualification	<input type="checkbox"/> National Secretarial Certificate
I could work	Data capturing - work from home

### Languages

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

### Computer knowledge

Computer Literacy

Quick Books Accounting 2016

Windows 10, 8, 7, XP, Office 2003 & 2007 (Word, Excel, Outlook)

### Conferences, seminars

no

### Recommendations

Contact person	Mr. Erwin Gerber
Occupation	Oowner
Company	Gerber Security, Solutions & Training Academy:
Telephone number	073 358 3935

### Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2002-06-00 (22 years)
Salary you wish	R10 000.00 R per month
How much do you earn now	R0.00 R per month