



Chantel Viljoen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am interested in applying with your organisation.

With extensive experience providing administrative, secretarial support to management and members in challenging and time-sensitive workplace in the public and private sectors. I am highly organised, efficient and proactive utilising my initiative and report writing skills. I deliver high quality work consistently while meeting deadlines and maintaining confidentiality with strict adherence to internal rules and processes, and to employment law.

I am looking for a new opportunity where I can apply my technical expertise and interpersonal skills within an exciting firm with solid growth prospects.

Preferred occupation	Administrators Administrative jobs
	Data capturers Administrative jobs
Preferred work location	Sedibeng Gauteng

Contacts and general information about me

Day of birth	1979-10-06 (44 years old)
Gender	Female
Residential location	Sedibeng Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2017.01 iki 2020.04
Company name	WYPE Transport
You were working at:	Administrators
Occupation	Admin Clerk
What you did at this job position?	Capturing all the loads on the system. Payrol

Additional information

Salary you wish	14 000 R per month
How much do you earn now	14 000 R per month