



# Zaaida Hendricks

Curriculum Vitae (CV)

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

Administration duties:

Filing

Reconciling

Invoicing

Operate a switchboard

Resolving issues

Liaising verbally and telephonically with clients/suppliers

Communication skills

Computer Literary

Honest

Reliable and self disciplined

Work well on own and in a team

Analytical

Use own initiative

Preferred occupation

Receptionist  
Administrative jobs

## Contacts and general information about me

Day of birth 1971-03-24 (53 years old)

Gender Female

Residential location Cape Town  
Western Cape

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

Email address *Information is available only for registered users.*  
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## Additional information

Salary you wish R13500 R per month

How much do you earn now R12000 R per month