

Working period **nuo 2008.08 iki 2020.06**

Company name Gascon Engineering

You were working at: Steel manufacturer

Occupation Receptionist

What you did at this job position? • switchboard and frontline duties • 6 Incoming and 47 extensions • Full Responsible for booking call outs for faults, services and toner for all copiers and printers • Ensuring that no calls goes unanswered • Handle all non -technical queries • Explain all safety guidelines to guest (PPE requirements & Evacuation routes) • Control 2 boardrooms (Bookings etc.) • Responsible for ordering of snack/lunch for board meeting from various catering companies • Preparing of board packs for monthly meetings • Supervising of cleaner ensuring that all duties are completed • Validate hours of factory staff weekly on PRP Solutions • Managing the intercom • Ordering of stationary for the company • Receiving of Clients • Manage calendar and set up meetings

Education

Educational period **nuo 1986.01 iki 1991.12**

Degree Grade 10

Educational institution Acradia

Educational qualification Grade 10

I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

- Computer Literacy
- MS Office
- BAAN (ERP System)
- Sispro (Hours Validation System)
- Frontline Excellence course

Conferences, seminars

11 January 2011

Kumalogreen

Recommendations

Professional Receptionist
Contact person

Werner Van Rensbrug

20 February 2014
Occupation

Financial Manager

Company

Gascon Engineering

The Peer Group
Telephone number

021- 5905280 / 0829240906

Frontline Excellence
Email address

Wernervr@gascon.co.za

Additional information

Your hobbies

Softball

Driver licenses

B Light Vehicle ≤ 3,500kg

Driver license from

2000-02-00 (24 years)

Salary you wish

9.000 - 10.000 R per month

How much do you earn now

9500.00 R per month