



# Adelaide Thwane

Curriculum Vitae (CV)

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

I am a highly motivated, confident individual with exceptional multitasking and organisational skills. I am able to exhibit confidentiality, discretion, tact, diplomacy and professionalism when dealing with directors or senior managers. I am proactive and meticulous, work well in a team as well as on my own and I've never needed to be micro managed. I'm not afraid of criticism and always welcome learning new and better ways of working. I'm a practical person who manages her time and prioritizes her daily tasks.

Long Term Goal: Involves growing in a company where I can continue to learn at the same time be a valuable contributor. Become an expert in my field and advance up.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Operations Clerk</b> Administrative jobs
	<b>Customer care agent</b> Administrative jobs
	<b>Data capturers</b> Administrative jobs
	<b>Filing clerk</b> Administrative jobs
Preferred work location	<b>Pretoria / Tshwane</b> Gauteng

## Contacts and general information about me

Day of birth	1983-06-15 (41 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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>

## Languages

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	fluent	fluent
isiZulu	fluent	fluent	good
Afrikaans	good	very good	good
Setswana	fluent	fluent	basic

#### **Additional information**

Your hobbies	Gym Outdoor adventures Cooking
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2004-05-00 (20 years)
Salary you wish	26000 R per month
How much do you earn now	20000 R per month