

CURRICULUM VITAE

Maryke Kruger

Personal Assistant

Personal Information

Nationality : South African
Date and Place of Birth : 9 April 1990, Johannesburg, South Africa
Language Skills : Afrikaans , English
Position in the Firm : Personal Assistant

Educational and Professional Status

Qualifications

2008 : Senior Certificate Grade 12

Courses/Qualifications

2009 : Comprehensive Programming Qualification
2011 : Educare Diploma
2012 : First Aid Course

Specialization

Administration

Employment History

01.2010 - 02.2013 : Klein Pikkewyn Nursery school
03.2013 – present : Secelec Consulting Engineers

Background

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Maryke Kruger has been involved in the following:

- All Office Admin Personal Assistants to main Directors Anton Adlam and Gerrie Swart.
- Assisting with BEE Documentation and Implementing New Office formats with regards to ISO standards.

Responsibility's is as follow:

- Office Admin
- Filing System
- Answering the phones and Taking Messages
- Assisting Office Manager with minor tasks

Major Projects Undertaken Recently

- Office administration & filling.



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