Jacky Pretorius

# Personal Information

**Email Address:** [jacolettejacky25@gmail.com](mailto:jacolettejacky25@gmail.com)

**Mobile Number:** 076 775 7258

**Residential Address:** 9 Findhorn Road,87 St Tropez,New market park.

**Languages:** English & Afrikaans

**Driver’s Licences:** yes

# Skills

General office duties Personal assistant Basic accounting

Human resource administrator Basic management

Call centre

Operations

Marketing assistant Sales assistant

# Work Experience

## Power care

2012 February- 2013 March

**Job Type:** contract

**Duties: Call centre agent, dealing with clients.**

**Reason for Leaving:** END of contract

## Vertex Scaffolding

## 

**2013 May-2015 November**

**Duties: Pa, operations assistant**

## Africa Steel and Tube

**2016 February-2018 August**

**Duties : Hr Administrator, payroll assistant.**

## C Solutions

**2018 November-2020 April**

**Duties: General office manager,fleet control.**

## Alrode south super save

**current**

# Education

## Dinamika High

2017-2011