



2020-01-13

**Tanya Koorts**

**Odzisi**

**0101 Tblisi**

**mobile:** (+995) 557 36 96 60

40 years old

**Job locations :** Georgia

**Gender :** Woman

**Education :** Without high

**Experience :** 5 years - 10 years

**You are currently :** Independent

**Industry :** Administrative / Secretarial

**Position :** Assistant

**Mobility :** International

**Notice :** None

**Contract :** Independent / Freelance

**Availability :** Part Time

## Admin and PA online

GE01286978

I have been working for 10 years for one of the largest beer companies in admin, procurement, finance assistant and receptionist.

I am a hard worker that meet deadlines.

I am doing admin from home if you need anything done. From typing, sorting emails, follow up on payments, budget control etc.

All work is private and confidential

## Work experiences

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Senior Clerk / Administrator (senior)

Administrator, financial assistance, procurement and receptionist

Company : SAB Miller (AB-Inbev), South Africa (Administrative / Secretarial)

November, 2008 - December, 2018

## Education

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Business Management and computing Skills (Without high)

Passed with 6 distinctions

Institution : Damelin College, South Africa

2002

## Languages

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Afrikaans : Fluent

English : Fluent

CV (pdf) : [Download CV](#)