

**Tanya Koorts****Odzisi****0101 Tblisi****mobile:** (+995) 557 36
96 60

40 years old

Job locations : Tbilisi**Gender :** Woman**Education :** BEP - CAP**Experience :** > 10 years**You are currently :** Jobseeker**Industry :** Administrative / Secretarial**Position :** Administrative Officer**Mobility :** International**Notice :** negotiable**Contract :** Long term, Independent / Freelance**Availability :** Full Time, Day

Administrator / Personal Assistant / Receptionist / Procurement

GE01296381

I assisted the packaging manager and unit managers with general admin. I was Personal Assistant to the Packaging Manager and also assisted in reception and procurement PTP.

Work experiences

Administrator / Personal Assistant (Other)

I assisted the packaging manager and unit managers with general admin. I was Personal Assistant to the Packaging Manager and also assisted in reception and procurement PTP.

Company : Anheuser-Busch InBev, South Africa (Administrative / Secretarial)

November, 2008 - December, 2018

Education

Business Management and Computing Skills (Bachelor, Bachelor of Professional)

Certificate in Business Management and computing skills

Institution : Damelin College, South Africa

2002

Languages

Afrikaans : Fluent

English : Advanced

Webprofiles

Facebook : <https://www.facebook.com/tanya.koorts.5>

LinkedIn : <https://linkedin.com/in/tanya-koorts-3b921557/>

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