



# Anne Catherine Wessels

Curriculum Vitae (CV)

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

Im looking for an Administration job.

Im a fast learner and always give my full 100%. I work hard and always goes the extra mile.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1985-03-19 (39 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>

## Work experience

Working period	<b>nuo 2016.11 iki 2017.03</b>
Company name	Salon Martie
You were working at:	Nail technicians
Occupation	Nail technician
What you did at this job position?	Nail and hand care Building of nails. Admin .Answer phones. Booking of appointments
Working period	<b>nuo 2013.06 iki 2014.02</b>
Company name	Escalator Capital (Pty) Ltd
You were working at:	Administrators
Occupation	Money Laundering Control Officer and Administrator Assistant
What you did at this job position?	Internal compliance. Liaise with investors, brokers and consultants. Manage and update share register. Issue of certificates. Manage of rep register FICA of investors, consultants and brokers. Liaise with external compliance officer. Liaise with FSB . Manage and ensure proper record keeping

**Education**

Educational period	<b>nuo 2004.01 iki 2004.12</b>
Degree	Grade 12 / Matric
Educational institution	Highschool Oos moot
Educational qualification	Matric

**Languages**

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

**Computer knowledge**

Ms office, Word, excell, outlook  
Papertrail

**Conferences, seminars**

Fica conference in JHB

**Recommendations**

Contact person	Martie Taute
Occupation	Hair dresser
Company	Martie
Telephone number	0832733087
Email address	martietaute@gmail.com

**Additional information**

Your hobbies	I like reading
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2006-10-00 (18 years)
Salary you wish	12000 R per month