



# Corne Archer

Curriculum Vitae (CV)

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

Dear Sir/Madam

I am a hard-working and determined professional seeking urgent employment. I am confident that my knowledge, ability and experience allow me to deliver successful results for any company.

Please allow me to highlight my key skills:

able to effectively manage my time through careful planning and organization of work activities an aptitude for identifying and resolving problems efficiently excellent communication skills that result in positive interpersonal relationships a track record of meeting deadlines and producing accurate work of a high standard proven ability to make sound decisions based on valid information the capacity to learn and apply new information quickly and accurately strong computer skills with proficiency in MS Office

I am convinced that I can be an asset in any position requiring hard work, enthusiasm and reliability and I look forward to hearing from you in the near future.

The enclosed resume expands on my qualifications and experience.

Thank you for your time and consideration.

Sincerely,

Corne Archer

Preferred work location

Bloemfontein  
Free State

## Contacts and general information about me

Day of birth

1983-08-18 (41 years old)

Gender

Female

Residential location Bloemfontein  
Free State

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
[Sign in](#)

**Work experience**

Working period **nuo 2017.09 iki 2020.03**

Company name SARS

Occupation Data capture, PA, customer service

What you did at this job position? Administration and Personal assistant skills Critical thinking and problem solving. Teamwork and collaboration. Professionalism and strong work ethic. Oral and written communications skills. Leadership. Empathy. Adaptability. Ability to Use Positive Language. Clear Communication Skills. Self-Control. Taking Responsibility. Patience. Oversee all aspects of collecting payments due from accounts receivable. Build relationships with accounts to develop trust and find solutions to help clients meet financial obligations. Conduct follow up calls with customers to collect past due payments. Attention to detail. Knowledge of computer software. Strong written and verbal communication skills. Fast typing. Accurate data entry. Ability to work independently. Editing skills. Discretion with confidential data.

Working period **nuo 2020.03 iki 2020.12**

Company name DISCOVERY

Occupation Financial Advisor and PA

What you did at this job position? Personal Assistant for financial advisor. Application of underwriting policy. Compiling quotations on behalf of broker consultant. Manage administrative documentation (detailed records). Build and maintain good working relationships. Recording details of transactions. Handling client enquiries (verbal and written). Maintaining service level agreement deadlines. Technical insurance knowledge input and advice. Identifying/optimising business opportunities from existing clients. Administration of welcome packs to new clients. Manages client retention. Organising of broker consultants' diaries. Ensuring that compliance documentation and Financial Needs Analysis (FNA) accompany all new business and / or client servicing. Keeping records and ensuring documentation is completed as required by the FAIS Act, FICA Act and relevant legislation. Ensuring that ALL portfolio's are prepared one week prior to the Advisor's meeting with the clients. Checking the diaries and appointments for quality control prior to Advisor / s meeting with the client Complete the following forms Retirement, Investments, Estate planning , Life and Disability, Medical schemes, Short-term insurance

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Afrikaans

fluent

fluent

fluent

### Computer knowledge

Windows

Microsoft Office

PowerPoint

Excel, Google Spreadsheets

Skype

Twitter, Facebook, Instagram

### Recommendations

Contact person                      Gavin Armstrong

Occupation                              Team Leader

Company                                  SARS

Telephone number                      0515013000

### Additional information

Driver licenses                          B Light Vehicle ≤ 3,500kg

Driver license from                      2009-02-00 (15 years)

Salary you wish                          7000 R per month