



Annelle Swann

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any administrative position. I have experience in retail, finance and security sectors.

I am hard working, loyal, trustworthy and am a quick learner. I am easygoing and work well as a team or individually.

I have a strong sense of right and wrong and love to help people.

Preferred occupation	Administration Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1975-02-20 (49 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2010.11 iki 2015.06
Company name	Dannhauser Inc
You were working at:	Accountants
Occupation	Personal Assistant
What you did at this job position?	Diary Management, Rental Management, Property Management, Accounts Management

Working period **nuo 2008.01 iki 2010.10**
 Company name Ferndale Spar
 You were working at: Store Manager
 Occupation Assistant Manager
 What you did at this job position? Invoice capturing, Loading of new items, Price setting, Clocking System management, Deliveries, Cash management

Working period **nuo 2006.01 iki 2007.12**
 Company name VVB Construction
 You were working at: Receptionist
 Occupation Receptionist
 What you did at this job position? Office Administration, Project tender administration, Ass Creditors Clerk, Payroll Administrator

Working period **nuo 1993.03 iki 2005.12**
 Company name SA Police Service
 You were working at: Armed response officer
 Occupation Sergeant
 What you did at this job position? Sector Policing, Investigations, Data Integrity Management

Education

Educational period **nuo 1987.01 iki 1992.12**
 Degree Grade 12 / Matric
 Educational institution Overkruin High School
 Educational qualification Matric

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

Additional information

Your hobbies Reading, Hiking, Cycling
 Driver licenses EB Articulated Light Vehicle ≤ 3,500kg
 Salary you wish 13000 R per month