



Elsie Van Wyk

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Good computer skills. Fast learner. Can work on my own also in a team. Good knowledge of stock procurement and management management.

Still very active and energetic.

Preferred occupation	Administrators Administrative jobs
	Buyer Retail, store jobs
Preferred work location	North West Lydenburg Mpumalanga

Contacts and general information about me

Day of birth	1979-09-21 (45 years old)
Gender	Female
Residential location	Lydenburg Mpumalanga
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 2023 iki 2024
Company name	Cannosia Training
You were working at:	Buyer
Occupation	buyer and sales
What you did at this job position?	contact clients send emails, please do quotations, Order stock, and book in and invoicing of clients. thank you

Working period	nuo 2019.09 iki 2023.04
Company name	4U Office National
You were working at:	Buyer
Occupation	Buyer
What you did at this job position?	Stock procurement, and Seeing Reps, I was ordering stock and capturing the invoices. Checking prices. Handling sales orders from reps, Stock takes.

Computer knowledge

Word, Excel, PowerPoint. IQ, and Ultisales. Microsoft Outlook.

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Salary you wish	10000 R per month
How much do you earn now	8000 R per month