



Anita Fransch

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Prefer Administrative work from home. Motivated and driven. Ability to be proactive with proactive thinking. Self-starter and ability to work on own initiative, Effective communication skills, positive, enthusiastic and a supportive individual. I am looking for a challenging position and friendly organization with major responsibilities that will effectively utilize my skills and to join a company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovates the work culture for the betterment of all parties concerned. I am flexible and adaptive, can work in a different environment. I have a right attitude to learn new things fast. I always ask questions if I'm not sure. I always put myself in someone else's shoe. I work as efficiently as possible. I am a positive-minded and believe in continuous learning and improvement. I also believe in getting out of my comfort zone and achieving the best in whatever I do. I am a result oriented person, fully dedicated to my work. Teamwork is my best attribute.

I also have an experience in Administrative Tasks. I am a result-oriented person and is fully dedicated to my work. I am also trustworthy, honest and reliable. Team work is my best attribute. Moreover, you should not hesitate to hire me for I will do my best to achieve your goal. My objective here is to find a job that can suits my skills and enhance my knowledge, I am willing to learn and train any new things. Hard work and efficiency are my key secrets to render exceptional service to my clients.

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|-------------------------|---------------------------------------|
| Preferred occupation | Data capturers Administrative jobs |
| Preferred work location | Northern Suburbs Western Cape |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1961-04-23 (63 years old) |
| Gender | Female |
| Residential location | Northern Suburbs Western Cape |
| 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 2008.03 iki 2020.06**
 Company name Pam Golding Properties
 You were working at: Data capturers
 Occupation Admin clerk/data capturer
 What you did at this job position? Capture all buyers in-formations ,web enquiries, communicate direct with agents, operate call center approachable & credible to communicate professionally with the clients, capture referrals, listings, generate buyers & sellers reports to agents, attend weekly meetings with managers, assist conveyancing ladies, prop stats, filing, distribute reports, find buyers information on virtual in-house system etc

Working period **nuo 2006.04 iki 2007.11**
 Company name Boxes for Africa
 You were working at: Debtors clerk
 Occupation Debtors/wages and Invoice clerk
 What you did at this job position? ♦Maintain routine & accurate to collect all payments telephonically with clients, cash receipts from bank statements, contact companies who owes money in writing, recover outstanding balance, make follow up calls, staff weekly wages, deposits, etc.

Education

Educational period **nuo 1973.01 iki 1976.12**
 Degree Some Schooling

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | good | good |

Computer knowledge

Email handling
 Microsoft office/word
 Internet access knowledge
 Accpac
 Pastel
 Alchemy in-house
 Quickbooks

Recommendations

| | |
|------------------|------------------------|
| Contact person | Miss Lindsay Beck |
| Occupation | Branch Manager |
| Company | Pam Golding Properties |
| Telephone number | +447735429804 |

Additional information

| | |
|---------------------|--|
| Your hobbies | cooking reading knitting outdoor life camping dancing |
| Driver licenses | EB Articulated Light Vehicle ≤ 3,500kg |
| Driver license from | 1985-07-00 (39 years) |
| Salary you wish | 15000 R per month |