



Prudence Quarenta

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Qualified & Experienced Sales Admin Controller, Stock Controller & Finance Admin (Banking Process Support)

Matriculated year 1993, then completed short courses and obtained Supervisory and Business Skills Certificates 1994. Year 1995 to 1996 studied and obtained National N3 Secretarial and Business Studies Certificate. I have seven years working experience as the Sales Support Controller after being promoted from having 18 months experience as the Stock Controller at Simba PepsiCo. I am currently in contract for 4 years 6 months as the Banking Process Support with British American Tobacco (Phakisa Holdings) employee number BATRM455, contract end date 31.10.2024. I have developed skills in resolving issues by using computer systems that are available to companies. I always put emphasis on meeting deadlines, and work very well under pressure, I always volunteer in projects to get any necessary experience possible.

I would appreciate the opportunity to meet with you and discuss how my skills and experience would meet the needs of open positions that you might have according to the experience mentioned. I will gladly forward my CV and other forms of documents for any other official assessments.

Preferred occupation	Administrators Administrative jobs
Preferred work location	East Rand Gauteng Johannesburg Gauteng

Contacts and general information about me

Day of birth	1976-07-20 (48 years old)
Gender	Female
Residential location	East Rand 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

Additional information

Salary you wish	R23000 R per month
How much do you earn now	R22000 R per month