

- Working period **nuo 2009.09 iki 2016**
- Company name Premier Conferencing cc
- You were working at: Other jobs
- Occupation Admin Assistant/ Events Coord/ Operations Manager
- What you did at this job position? Short description / Breakdown of experience in current position: Events (Booking Hotels & Venues), Organizing (Hotels, Speakers, Venues & Clients), Bookings (Couriers, Meetings, Venues, Flights, Accommodation & Shuttles), Driver (Deliveries & Collections of Documents, buying Groceries), Personal Assistant (Director & Accounts), Ordering of all stationery, Reception, Administration.
- Working period **nuo 2008.11 iki 2009.03**
- Company name Daily Graphics
- You were working at: Graphic designers
- Occupation Reception, Girl Friday, PA
- What you did at this job position? Invoicing on QuickBooks Pro Edition 2003, Typing letters on MS Word, Answering of telephones, Data Capturing, Excel Spreadsheets, Ordering of stock, Doing statements and payments on customers, Filing, Sending driver on deliveries and collections
- Working period **nuo 2008.08 iki 2008.10**
- Company name Velocity Audio
- You were working at: Administrators
- Occupation Girl Friday / PA
- What you did at this job position? Filing, Typing letters on MS Publisher, Answering of telephones, Data Capturing, Excel Spreadsheets, Booking in of repairs, Follow up on quotations, Send out quotations, Booking of collections in and out with Couriers
- Working period **nuo 2008.04 iki 2008.06**
- Company name V.I. Instruments (Div of Rutherford)
- You were working at: Administrators
- Occupation Internal Sales Representativ
- What you did at this job position? Client liaison and sales, Stock control, Liaison with suppliers, Processing of documentation, Monitor customer backorders, Monitor outstanding orders on local suppliers, Monitor stock levels, React to all sales enquiries, Send out quotations, Generate all necessary paperwork for orders and invoices, Liaise with "Dispatch" regarding any special deliveries □ All products delivered to the store are entered into the system with codes and cost prices □ Assist sales personnel with queries and quotes □ Booking in of repairs, Follow up on quotations, Invoicing of repairs, Filing

Working period **nuo 2007.03 iki 2007.06**

Company name Missing Link Education in Observatory

You were working at: Administrators

Occupation Girl Friday

What you did at this job position? Filing, Typing letters on MS Word, Answering of telephones, Booking of appointments, Data Capturing, Excel Spreadsheets, Invoicing on Pastel

Education

Educational period **iki 2006.12**

Degree Grade 12 / Matric

Educational institution Cambridge International in Pretoria

Educational qualification Grade 12 (Matric)

Languages

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

Computer knowledge

MS Word and Excel, Outlook, Pastel, QuickBooks Pro Edition 2003, Powerpoint, Syspro, Sendblaster, Adobe Standard X, Mailstyler

Recommendations

Contact person Dave Pendrill

Occupation Divisional Manager

Company VI Instruments _Rutherford

Telephone number 0118782600

Email address pendrilla@rutherford.co.za

Contact person Glenn Patience

Telephone number 0722297723

Email address glennpatience@gmail.com

Contact person Lannice Bosman

Occupation Reservation Supervisor

Company Tsogo Sun, Garden Court Milpark

Telephone number 0102191000

Email address lannice.bosman@tsogosun.com

Contact person	Ted Khoury
Occupation	Director
Company	Freight Care Logistics
Telephone number	0829207426
Email address	tkhoury@freightcarelogistics.co.za

Additional information

Your hobbies	My hobbies are playing action soccer and volleyball, building puzzles and playing with my pets and spending time with my friends and family, Painting and fixing up the house. Working on cars.
Driver licenses	B Light Vehicle \leq 3,500kg
Driver license from	2008-01-00 (16 years)
Salary you wish	10000 R per month
How much do you earn now	9000 R per month