



Wessel Hartzenberg

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Application for Position as Advertised:

Dear Sir of Madam,

I am a single man of 48 years. I have worked in a vast array of fields where I was lucky enough to be trained in Administration, Human resources and General Managerial duties. With this knowledge I believe that I will be a great advantage to your company and the team I will be working with.

As my current position is that of Manager of a small business with in the Automotive Glass industry, Windscreens for vehicles, I have hands-on experience from the day-to-day stock control of our products to the ordering and dispatching of stock. I also do the invoicing and quotation for customers. I liaise with the insurance companies regarding the claims for glass that was damaged.

I have experience in the Human resources with VIP payroll system, with the work I did in the Forestry Company. From doing timesheets, with overtime checking and monthly communication to the Head Office.

As a Personal Assistant for the District Managers, I tried to be diligent in my timeous report outputs for them as I was a vital detail to their daily reports with the customers regarding the purchasing of timber.

I truly hope that you will consider my application with an open heart and that you will give me a chance to prove how valuable I will be for your company.

Yours truly,

Wessel S Hartzenberg

081-809 4282

Preferred occupation

Administrators

	Administrative jobs
	Debtors Creditors Finance jobs
	Receptionists Hotel jobs
Preferred work location	Midlands KwaZulu-Natal
	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1968-09-09 (55 years old)
Gender	Male
Residential location	Middelburg 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

You were working at:	Builders
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Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Salary you wish	15000 R per month
How much do you earn now	10000 R per month