



Candice Braganca

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for administrative or secretarial work. I have past legal experience, I am efficient, a quick learner, organised, get along well with others.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1969-10-04 (54 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

Work experience

Working period	nuo 1996.02 iki 2002.09
Company name	Bennett McNaughton and Jansen Attorneys
You were working at:	Lawyers
Occupation	Foreclosures, Bond cancellations
What you did at this job position?	Liaised with our principal client ABSA bank. Placed legal advertisements in the local news papers and Government Gazette. Interviewed home owners and assisted them in making appropriate arrangements according to the bank's terms and conditions. Many processes had to be followed in order to assist our client and the home owners reach a satisfactory conclusion to their arrangements. Liaised with the respective Sheriff's offices for the scheduling of auctions, and attended auctions as required by our client to protect their interests.

Working period **nuo 1995.01 iki 1996.01**
 Company name Crabtree
 You were working at: Secretaries
 Occupation Secretarial temp
 What you did at this job position? Assited with the compilation and typing up of all documentation required to obtain an ISO 9000 training program.

Working period **nuo 2015.01 iki 2016.12**
 Company name Protea Primary School
 You were working at: Teachers
 Occupation Amanuensis.
 What you did at this job position? This means I assist children who have educational challenges with the writing of their tests and exams. This is done by reading their papers to them, and then acting as scribe as they dictate their answers. There are many rules and processes which need to be followed in order to allow the children to receive this assistance, and to ensure it is not seen to be an unfair advantage by other students. Should any of the processes or rules not be followed, or any "irregularities" be found to have taken place during the exam / test, the child could receive a mark of zero. Compliance is extremely important.

Working period **nuo 2011.06 iki 2013.02**
 Company name A2C Distributors
 You were working at: Administrators
 Occupation Customer liaison and sales assistant
 What you did at this job position? Helped establish a new product, finding distributors across the country to sell the product, assit the bookkeeper, manage new distributors, give basic training regarding the new product and send and receive product.

Education

Educational period **nuo 2011.01 iki 2012.11**
 Degree Certificate
 Educational institution UNISA
 Educational qualification Counsellor

Languages

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

Computer knowledge

Computer literate. Am competent in Word, basic Excel and email. I also work with Ubuntu Linux programs. I have good typing skills.

Recommendations

Contact person	Chimene Viviers
Occupation	Bookkeeper
Company	A2C Distributors
Telephone number	0814416916
Email address	chimene@a2c.co.za

Contact person	Adele
Occupation	Protea Primary School
Company	Protea Primary School
Telephone number	0741132625

Additional information

Your hobbies	I do counselling for adult and minor individuals relating to strengthening marriages, resolving interpersonal conflict, and addressing personal and emotional issues and concerns.
Driver licenses	B Light Vehicle \leq 3,500kg
Driver license from	1988-03-00 (36 years)
Salary you wish	10000 R per month