



# Elsa Swart

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am exceptional in administrative and Secretarial / Executive Assistant / Personal Assistant positions. I am professionally dedicated to making the lives of busy executives easier. To serve as an effective gatekeeper; prepare well-researched and accurate documents; manage busy calendars; and efficiently handle daily office tasks.

I have developed the skills that ensure the highest level of competence, time management and confidentiality. Having worked in executive offices, I have a vast understanding of the importance in acting as a liaison allowing for the executives' time to be maximized as well as assisting in any way I can in order to reach the company/executives' goals.

I am an exceptional facilitator and trainer, skilled at designing interactive processes that gain buy-in and commitment to action plans. I am familiar with various educational techniques for different roles and skill sets. I will ensure that the work environment helps employees develop their skills and fosters career advancement.

I'm dedicated and devoted to any profession I find myself in. I believe that my experiences and skills on the field could be a good addition to your team and offers me the possibility to keep developing myself as a professional.

Please note that I am available with one week's notice.

Thank you for your consideration. I look forward to hearing from you.

Preferred occupation	PA Executive Assistant Administrative jobs
	Trainers Teaching jobs
Preferred work location	Anywhere in Gauteng Gauteng

## Contacts and general information about me

Day of birth	1981-05-20 (43 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

Email address

Information is available only for registered users.

[Sign in](#)

## Work experience

Working period **nuo 2015.10 iki dabar**

Company name CEE-TECH COMPUTERS

You were working at: Other jobs

Occupation PA /Admin manager

What you did at this job position? Maintain utmost discretion when dealing with sensitive topics Answering calls and liaising with clients competently Preparing correspondence on the Director's behalf Delegating work in the Director's absence Handling client service enquiries / complaints Design advertisements for Facebook Marketing and flyers Managing and reviewing filing and office systems Sourcing and ordering equipment as needed for clients Preparing proposals for clients i.e. 3CX PABX Systems Finance: Sending out invoices, follow up on accounts from debtors, Ensure prompt payment Planning and coordinating administrative procedures and systems and devising ways to streamline processes in the office Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints Monitor costs and expenses to assist in budget preparation Ensure operations adhere to policies and regulations Keep abreast with all organizational changes and business developments

Working period **nuo 2014.02 iki 2015.09**

Company name Aula Rentals

You were working at: Other jobs

Occupation Property Agent

What you did at this job position? Listing and Valuation of new property ITC and reference checks on potential tenants Maintain utmost discretion when dealing with sensitive topics Liaising with Property owners and tenants Preparing correspondence on the company / owners behalf Developing relationships with owners and tenants Handling queries Cold calling landlords to generate more business for the agency Check all payments on transactions Following up on outstanding rent Letting and managing of property Administering maintenance on property Building own database of clients and contacts Training of new agents Admin duties relating to new lease agreements, new clients, new landlords

Working period	<b>nuo 2012.06 iki 2013.06</b>
Company name	Rennie Property Gauteng Brokers
You were working at:	Other jobs
Occupation	Personal Assistant to Principal / Director Office Manager / Public Relations Officer
What you did at this job position?	<p>Personal Assistant reading, monitoring and responding to your Manager / Director email, answering calls and liaising with clients competently, preparing correspondence on the Manager / Director behalf, delegating work in the Manager / Director absence, assisting the team managing the Manager / Director electronic diary, planning and organizing meetings, planning and organizing events organizing travel and preparing complex travel itineraries, attending meetings on the Manager / Director behalf taking action points and writing minutes, preparing papers for meetings (save the date electronic invites, agenda, previous minutes) taking dictation, planning, organizing and managing events, conducting research, drafting communications on the Manager / Director behalf, preparing presentations, typing documents e.g. Lease agreements, proposals for new development, reports, executive summaries, managing projects, Assist with new Broker Appointments: HR function, Training Laptop setup, system setup Personal File record keeping Business Cards, Stickers for boards 22. Preparing documents for meetings: save the date, set up agenda, taking of minutes, distribute minutes to all involved. 23. Updating company online system, admin duties relating to new lease agreements, preparing files for new lease agreements 24. Admin for Brokers: Prepare invoice requisitions for brokers Email Inv. Requisition and Commission Calculator to Finance for Tax Invoice Email Tax Invoice with cover to client Check all payments on transactions - liaise with broker Office Manager 1. Managing and reviewing filing and office systems, 2. Sourcing and ordering stationery and office equipment, 3. Managing inventory of furniture and equipment, 4. Managing Keys &amp; Access Cards, 5. Managing Cleaning Company, 6. Managing data capturers: Check accuracy, Check description for approval General capturing approvals, Data Capturers target evaluation 7. Liaising with boards/memberships: EAAB SAPOA CoC Institute of Estate Agents IPD / SCCSA 8. Finance: Follow up on accounts from debtors, Ensure prompt payment Public Relations 1. Liaising with Property owners and tenants 2. Client Service enquiries / complaints 3. Planning, organizing and managing events, 4. Attending events/meetings as the principal's representative</p>

Working period **nuo 2011.08 iki 2012.05**

Company name Anglo Platinum - BMR

You were working at: Other jobs

Occupation Protection Services HRD

What you did at this job position? Systems training PS HRD procedures and systems Legislation training relating to Protection Services Training administration Design and Develop training material: Protection Officer and Patrol Person Inductions, In-House Risk Assessment training Typing of documents / training manuals Scheduling & conducting training courses: Communication Skills, Assertiveness Skills, Interpersonal Skills, in-house firearm training, Competency assessment, Conduct Shooting Practices Staff development, develop career and development plan for each individual, tracking development, set up and assist in Mini-Panel interviews Maintain Master Data in respect of the above Taking of minutes during HRD meetings Recruitment, short listing, interviews, appointments CDP Panels Writing of Policy and Procedures Managing Dairies

Working period **nuo 2009.11 iki 2011.07**

Company name Anglo Platinum BMR

You were working at: Other jobs

Occupation Protection Services: Protection Officer - Training Department

What you did at this job position? Relevant PS training PS Systems training PS HRD procedures and systems Legislation training relating to Protection Services Competency assessment Training administration Developing training courses Scheduling of training courses Conducting training courses Staff development Maintain Master Data in respect of the above Assist in Mini-Panel interviews Conduct Shooting Practices Organize meetings and activities, Taking of minutes CDP Panels Writing of Policy and Procedures

Working period **nuo 2008.02 iki 2009.10**

Company name Anglo Platinum BMR

You were working at: Other jobs

Occupation Protection Services: HRD Assistant

What you did at this job position? Relevant PS training PS Systems training PS HRD procedures and systems Legislation training relating to Protection Services Competency assessment Training administration Developing training courses Scheduling of training courses Staff development Maintain Master Data in respect of the above Organize meetings and activities Taking of minutes, Typing of documents Personal Aid to HRD Officer Security Induction for Contractors Training in respect of policies & procedures New Recruit Induction Refresher Induction Record Keeping Conduct Shooting Practices

Working period **nuo 2003.10 iki 2008.02**  
 Company name Anglo Platinum CSU  
 You were working at: Other jobs  
 Occupation Surveillance Operator  
 What you did at this job position? Surveillance Detecting of irregularities Administration on shift  
 Shift Supervisor from 07/07/07 till 04/09/07 - rotate shifts  
 Training Officer from 13/06/07 till 06/07/07 Shift Supervisor  
 from 01/04/2007 till 12/06/07 - rotate shifts Shift Supervisor  
 from 01/09/2005 - 31/12/ 2006

**Education**

Educational period **nuo 2010.05 iki 2012.01**  
 Degree Certificate  
 Educational institution Maccauvlei  
 Educational qualification OD ETDP NQF 5

Educational period **nuo 2008.11 iki 2009.04**  
 Degree Certificate  
 Educational institution Maccauvlei  
 Educational qualification OD ETDP NQF 4

Educational period **nuo 1995.01 iki 1999.12**  
 Degree Grade 12 / Matric  
 Educational institution Hoër Volkskool  
 Educational qualification Grade 12

**Languages**

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

**Computer knowledge**

MS Office (Word, Excel, Outlook, Power Point, Publisher)

**Conferences, seminars**

SAP HR3 Overview in 2008

SAP Training & Events in 2008

Anglo In-House: PSIRA Grade E, D completed 2003

### Recommendations

PSIRA Grade C completed

Contact person Clinton Swart

PSIRA Grade B Completed in May 2009

Occupation Owner

Babylon Systems Course in 2003

Company CEE-Tech Computers

Surveillance Skills Course in 2003

Telephone number 0844821746

Assertiveness Course completed in 2007

Email address clinton@ceetech.co.za

Contact person Bernice Botha

Occupation Manager

Company Aula Rentals

Telephone number 0126655111

Email address bernice@aulaproperty.co.za

### Additional information

Your hobbies

Baking  
Sewing  
Crafting  
Designing  
Reading

Driver licenses

B Light Vehicle  $\leq$  3,500kg

Driver license from

2001-11-00 (22 years)

Salary you wish

17000 R per month

How much do you earn now

17000 R per month