



Elisna Esterhuizen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a competent and organised individual who is able to work as part of a team and manage several priorities at any time. I have a positive attitude, strong work ethic, and a keen desire to learn and grow within a firm. I possess good communication skills, and always treat people with respect and according to their individual needs. As a dedicated professional I fully understand the importance of the HR department to any organisation, and therefore aims to make any office I work in as effective and efficient as possible. I have extensive experience of working in a commercially focused organisation, and fully understand the pressures of achieving targets.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Sedibeng Gauteng

Contacts and general information about me

Day of birth	1995-05-29 (29 years old)
Gender	Female
Residential location	Sedibeng 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 2014.02 iki 2014.10
Company name	Foto First Clearwater
You were working at:	Administrators
Occupation	Sales/Admin Manager
What you did at this job position?	Sales and Admin work, Banking, Supplier Invoices

Working period **nuo 2014.10 iki 2018.06**

Company name JCB (JHB) Incorporated

You were working at: Accountants

Occupation Receptionist

What you did at this job position? Setting up and maintaining personnel and client files.
 •Arranging security passes and work desks etc. for new staff.
 •Giving guidance and support to managers on issues.
 •Replying to any correspondence and emails. •Arranging training for new and established employees. •Accurately updating the employee database. •Ordering stationery and supplies for the office. •Answering telephone calls and dealing with enquiries. •Arranging induction for new employees.
 •Chasing up any unfilled employee and client paperwork and forms. •Capturing data on systems. •Dealing with SARS, WCA, Payroll and any other queries. •Providing professional advisory support to company employees. •Filed electronic and hard copy documents. •Made travel arrangements and organised accommodation for managers. •Screening CV's for potential employees. •Interviewing individuals for potential employees.
 •Preparing Employment Contracts and Learnership Agreements.

Education

Educational period **nuo 2016.01 iki 2018**

Degree Diploma

Educational institution UNISA

Educational qualification Human Resources Management

Languages

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

Computer knowledge

Word

Excel

Outlook

Power Point

Pastel Partner

Pastel Accounting

Pastel Payroll

Accfin

Ghostpractice

Photoshop CS6

Photoshop Elements

Recommendations

Contact person	Tiaan Olivier
Occupation	Director
Company	JCB (JHB) Incorporated
Telephone number	011 537 1560
Email address	tiaano@jcbtwo.co.za

Contact person	Zelda Venter
Occupation	Director
Company	JCB (JHB) Incorporated
Telephone number	011 537 1560
Email address	zeldav@jcbtwo.co.za

Additional information

Your hobbies	Road Cycling Mountain Biking Painting Drawing
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2014-06-00 (10 years)
Salary you wish	10000 R per month
How much do you earn now	10000 R per month