



Haanesa Adams

Curriculum Vitae (CV)

What job i'm looking for? My positive points

More details of my accomplishments and achievements can be found in my attached resume.

I am proud to say, "despite my age", when my alarm goes off at 4:30am, I spring out of bed

Preferred occupation **Administrators**
 TO WHOM IT MAY CONCERN Administrative jobs

Preferred work location **Johannesburg**
 As a talented Executive Personal Assistant / Administrator / Office manager, I am intimately familiar with key fields such as Travel co-ordination, Housekeeping and procurement. As an Administrator with many years' admin experience, I have extensive experience with general admin duties

including events coordination. As a Personal Assistant, I have the additional experience of diary

Contacts and general information about me

management and Personal duties etc. I would also bring value to a company like yours through my

Day of birth **1957-01-23 (67 years old)**
 experience in the corporate and private sectors, and my positive 'can do' attitude.

Gender **Female**
 Residential location **West Rand**
 For the past 18 years I have been employed in busy roles where I am required to perform various

Telephone number **Information is available only for registered users.**
Sign in

including the General Manager (full Personal Assistant functions including diary management) of
 Email address **Information is available only for registered users.**
 the Company. I have been working **for the** past 44 years.

Work experience

Furthermore, I would like to state that I am keen to join a winning team and reputable company like

Working period **nuo 2001.03 iki 2019.05**
 yours, where I will be able to utilize my extensive skills. I consider myself a productive worker with

Company name **MultiChoice sub-Sahara Africa**
 a solid work ethic who exerts optimal effort to ensure all tasks given to me are completed on time

You were working at: **Marketing managers**
 and to the highest standards.

Occupation **Executive Personal Assistant / Administrator / Procurement / Events Coordinator**

- My strengths include, but are not limited to the following:
 What you did at this job position? **General secretarial support, including:**
- A motivated self-starter who takes the initiative, and who can work with minimal supervision. **Meetings o internal (venue, equipment and attendance) o local (attendance, accommodation and transport) o international (attendance, flights, accommodation and transport) conferences, team builds, functions and events. □ Booking travel, accommodation and transport for local and international travel □ Maintenance of multiple passports and visas □ Diary management □ Dictaphone typing and recorded minutes of meetings**
 - Being committed to providing a superior service to any company (customers) I work for. **are knowledgeable Purchase Orders on Systems and Travel Recons. Currently SAP System Previously eRequester + Vortal + Oracle + SAP. □ Marketing material and parcels locally and to African countries through Courier Company. □ Creating PowerPoint presentations. □ Procurement**
 - Fully computer literate with extensive knowledge of various office systems and travel applications including SAP.
 - Excellent at building and maintaining strong customer relationships.

Working period **nuo 1991.08 iki 1998.06**

Company name Irdeto (owned by the MultiChoice International Holding Group),

You were working at: Engineers

Occupation Executive Personal Assistant

What you did at this job position? General secretarial support to both Andrew Curle (Chief Executive Officer) and Tim Courtenay (Manager) and both their teams, including: □ co-ordinating and booking internal (venue, equipment and attendance confirmation), local (attendance, accommodation and transport confirmation) and international (attendance, travel, accommodation and transport confirmation) conferences. □ booking travel accommodation and transport for local and international travel □ maintenance of multiple passports and visas □ diary management □ Typing and Dictaphone - email, minutes, memos, letters, schedules and itineraries

Working period **nuo 1983.04 iki 1990.07**

Company name Imperial Chemicals Industry South Africa Limited

You were working at: Claims manager

Occupation Secretary and Import Claims Clerk

What you did at this job position? General secretarial support to both managers and a team of ten sales representatives each. □ Co-ordination: conferences, travel, accommodation and meetings, diary □ Typing: minutes, memos, letters, schedules and itineraries

Working period **nuo 1980.10 iki 1982.12**

Company name Sui Hing Hong Gifts

You were working at: Sales agent

Occupation General Administrator and Import/Local Claims Clerk

What you did at this job position? General office duties including switchboard, telex, typing and filing □ Lodging and finalising import claims with shippers for losses and damage to imports from suppliers □ Lodging and finalising local claims with the Railways and overnight couriers for losses and damages to consignments to customers.

Working period **nuo 1975.09 iki 1980.09**

Company name Truworths Limited

You were working at: Promoters

Occupation Administration Assistant

What you did at this job position? Cashing up of cashiers, banking, stock control, stock-take, responsible for the stock records of four branches and relief cashier.

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 1967.01 iki 1973.12 |
| Degree | Grade 12 / Matric |
| Educational institution | Umbilo Road High |
| Educational qualification | Matric |

Languages

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

Computer knowledge

- Microsoft Suite
- Microsoft Outlook
- Vortal / SAP / eRequestor
- Microsoft Project

Conferences, seminars

- Secretary's Personal Development Course
- Time Management
- AmiPro Suite - Word, Graphics, Lotus
- Harvard Graphics
- Effective Interpersonal Skills
- Project Leading for Project Leaders
- Self Empowerment

Recommendations

| | |
|------------------|--|
| Contact person | Adriana Prista-Johnson |
| Occupation | Content Manager and team of 8 |
| Company | MultiChoice sub-Sahara Africa |
| Telephone number | 082 931 3643 |
| Email address | Adriana.Johnson@multichoice.co.za |
| Contact person | Mark West |
| Occupation | Marketing General Manager and team of 12 |
| Company | MultiChoice sub-Sahara Africa |
| Telephone number | 082 378 8712 |
| Email address | markwest870@gmail.com |

| | |
|------------------|--|
| Contact person | Anton Chiazzari |
| Occupation | Sales Manager – one of the Managers that I supported for the 10 years in Marketing Dept with Mark West above |
| Company | MultiChoice sub-Sahara Africa |
| Telephone number | 083 254 0008 |
| Email address | antondsiv@gmail.com |

Additional information

| | |
|---------------------|---|
| Your hobbies | Knitting Crochet Music Card games Board Games |
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 2001-07-00 (23 years) |