



Angie Jonker Coetzee

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I deal with all documents, agents, customs clearing, and transportation until delivery. I work from my fully equipped home office, fast internet, colour/mono printer as well as all other office requirements. Excellent office and home security.

I have worked on various projects for Personnel Agencies, doing telesales, typing CV'S into templates, to designing their stationary, compliment slips and even secretarial duties from my home office etc. Also doing sales and promotions for a debt review sales from home. Ongoing.

I have also done setting appointments for property rentals, including bullet shots which are very to the point and achieving high returns. I do have many years experience obtained when I was with Old Mutual Properties. I also worked for a private Real Estate Company a couple of years ago which also included administration.

I have also done a number of transcribing for Black run companies as well as Black owned companies, involving disciplinary hearings, wage negotiations, meetings (board), and general. ad hoc companies owned as well as major companies English transcribing including a UK company. I have also done Afrikaans transcribing.

I am a mature, disabled, hardworking, loyal, trustworthy, self-starter, honest, flexible, pay attention to detail, and go the extra mile individual. Honesty and integrity being my most important factors. Confidentiality being the main factor.

I do have my own CV, but there is no place to upload it.

I reside in the East Rand.

Best regards

Angie

Preferred occupation Part time, weekend jobs

Preferred work location East Rand
Gauteng

Contacts and general information about me

Day of birth 1954-06-15 (70 years old)

Gender Female

Residential location East Rand
Gauteng

Email address *Information is available only for registered users.*
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Additional information

Salary you wish	R10000 R per month
How much do you earn now	R9500 R per month