



Penelope Waterson

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Supplying feedback to Sales and Operations manager

Preferred occupation Administrators
 I am applying for an administrative position. Administrative jobs

The following is the experience I have gathered:
 Preferred work location Polokwane / Pietersburg
 Limpopo

Sales agent (spec pack)

Contacts and general information about me

Meeting and greeting customers

Day of birth 1986-06-02 (38 years old)

Ascertain and meet needs of customers

Gender Female

Cash management

Residential location Polokwane / Pietersburg

Cashing up Limpopo

Stocktake and control

Information is available only for registered users.

Telephone number [Sign in](#)

Sales and contract applications

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

[Sign in](#)

Personal assistant (Standard bank)

Additional information

Reporting to financial advisor.

Salary query and making appointments. 9500 R per month

Attending to new and existing customers portfolios.

Cold calling.

Attending to yearly reviews of customers accounts and policies.

Filing and metrofiling

Referring leads to the branch staff.

Assisting customers with repurchases and tax certificates requests.

Attending to telephone clients.

Liaising with different stake holders for completion of applications and commission payments.

Commission administrator (Standard bank)

Compliance checks.

Query handling.

Pending fee monitoring.

Declines and query feedback reported to management.

Assisting planner' assistants with clearing activity reports.