



Ansa Swiglaar

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a 52 year old female and are in excellent wealth and has experience as a Legal Secretary for more than 20 years. I have worked as a Litigation Secretary and Conveyancing Secretary. I have experience in Magistrate and High Court and Estates, Full Title and Sectional Title Transfers and Bonds for Absa Bank, Investec Bank, Standard Bank and Nedbank. I can work independently. I am a hard worker and will always go the extra mile to assist were I can. I adopt well in a new environment and have had very good relationships with my fellow employers and employees. I know that you can always learn more every day and are willing to expand my knowledge. I love typing and have experience in Dictaphone Typing for more than 20 years.

Preferred occupation	Secretaries Administrative jobs
	Data capturers Administrative jobs
	Personal assistant Administrative jobs
Preferred work location	East Rand Gauteng
	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1968-06-26 (56 years old)
Gender	Female
Residential location	East Rand 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 2019.04 iki 2020.05**
 Company name Vos Viljoen & Becker Attorneys
 You were working at: Secretaries
 Occupation Senior Conveyancing Secretary
 What you did at this job position? Transfers Full & Sectional Title, Bonds - Absa Bank, Standard Bank & Nedbank

Working period **nuo 2014.10 iki 2019.04**
 Company name Dyason Incorporated Attorneys
 You were working at: Secretaries
 Occupation Senior Litigation and Conveyancing Typist
 What you did at this job position? Legal Secretary to Director - Magistrate Court & High Court Pleadings, Dictaphone Typing, Estates, Conveyancing Typist - Transfers Full & Sectional Title and Bonds - Absa Bank, Investec Bank

Working period **nuo 1991.04 iki 2014.09**
 Company name Herman & Oberholzer Attorneys
 You were working at: Secretaries
 Occupation Litigation, Collections & Conveyancing Typist
 What you did at this job position? Legal Secretary to Directors - Magistrate & High Court Pleadings, Dictaphone Typing, Collections and Transfers Full & Sectional Title

Education

Educational period **nuo 1982.01 iki 1986.12**
 Degree Grade 12 / Matric
 Educational institution Langenhoven High School
 Educational qualification Matric

Languages

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

Computer knowledge

Microsoft Office, Excell, Windows, MS Work, Ghost Convey, Ghost Practice, Lexpro, E4, Stordoc

Conferences, seminars

- Ghost Convey - Transfers - 29 March 2016
- Lexis Convey - Lexis WebConvey Registrations Training - 25 October 2019
- Lexis Convey - Lexis WebConvey Cancellations Training - 25 October 2019

Recommendations

Contact person Retha Joubert
Occupation Attorney
Company MDJ Capazorio Inc Attorneys
Telephone number 0827811656

Contact person Mervin Capazorio
Occupation Attorney
Company Dyason Incorporated Attorneys
Telephone number 012 4523500
Email address mervin@dyason.co.za

Contact person Gerhard Becker
Occupation Attorney
Company Vos, Viljoen & Becker Attorneys
Telephone number 017 6209000
Email address g.becker@vvb.co.za

Additional information

Your hobbies Reading, Embroidery, Sewing
Driver licenses EB Articulated Light Vehicle \leq 3,500kg
Driver license from 1998-06-00 (26 years)
Salary you wish 25000.00 R per month
How much do you earn now 0.00 R per month