



# Donna Wentzel

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Financial Consultant, Secretarial, Insurance Claims Administration type jobs

Preferred occupation

Administrators

Administrative jobs

Sales consultant

Sales jobs

Financial advisor

Finance jobs

Part time jobs

Part time, weekend jobs

Receptionists

Hotel jobs

Secretaries

Administrative jobs

Preferred work location

Cape Town

Western Cape

Cape Flats

Western Cape

## Contacts and general information about me

Gender

Female

Residential location

Cape Town

Western Cape

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

## Education

Educational period

**nuo 2004.01 iki 2004.12**

Degree

Grade 12 / Matric

Educational institution

Windsor High School

Educational qualification

Matric

Educational period	<b>nuo 2005.01 iki 2005.12</b>
Degree	Professional Qualification
Educational institution	Achievers School of Business
Educational qualification	Executive Secretarial Studies

#### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

#### Computer knowledge

MS Windows 98  
 MS Access 2000  
 MS Word 2000  
 MS Excel 2000  
 MS Outlook  
 MS PowerPoint 2000  
 Business Administration  
 Business Communication  
 Secretarial Studies  
 Internet and Email

#### Recommendations

Contact person	Jamie Naaidoo
Occupation	Financial Consultant
Company	Old Mutual Finance
Telephone number	0814091232
Contact person	Grant Cupido
Occupation	Compliance Assessor
Company	Farheads Benefit Services
Telephone number	0214107900

#### Additional information

Your hobbies	Art and Crafts Research and reading Swimming Hiking
Driver licenses	B Light Vehicle ≤ 3,500kg
Salary you wish	15000 R per month
How much do you earn now	10000 R per month