



Anne Catherine Wessels

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Im looking for an Administration job.

Im a fast learner and always give my full 100%. I work hard and always goes the extra mile.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| Preferred work location | Pretoria / Tshwane Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1985-03-19 (39 years old) |
| Gender | Female |
| Residential location | Pretoria / Tshwane 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 2016.11 iki 2017.03 |
| Company name | Salon Martie |
| You were working at: | Nail technicians |
| Occupation | Nail technician |
| What you did at this job position? | Nail and hand care Building of nails. Admin .Answer phones. Booking of appointments |
| Working period | nuo 2013.06 iki 2014.02 |
| Company name | Escalator Capital (Pty) Ltd |
| You were working at: | Administrators |
| Occupation | Money Laundering Control Officer and Administrator Assistant |
| What you did at this job position? | Internal compliance. Liaise with investors, brokers and consultants. Manage and update share register. Issue of certificates. Manage of rep register FICA of investors, consultants and brokers. Liaise with external compliance officer. Liaise with FSB . Manage and ensure proper record keeping |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2004.01 iki 2004.12 |
| Degree | Grade 12 / Matric |
| Educational institution | Highschool Oos moot |
| Educational qualification | Matric |

Languages

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

Computer knowledge

Ms office, Word, excell, outlook
Papertrail

Conferences, seminars

Fica conference in JHB

Recommendations

| | |
|------------------|-----------------------|
| Contact person | Martie Taute |
| Occupation | Hair dresser |
| Company | Martie |
| Telephone number | 0832733087 |
| Email address | martietaute@gmail.com |

Additional information

| | |
|---------------------|---------------------------|
| Your hobbies | I like reading |
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 2006-10-00 (17 years) |
| Salary you wish | 12000 R per month |