



Rozanne Stevens

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any job which suit my qualifications or better oppertunities and even willing to learn. I have good customer skills can build relationships with customers always willing to go the extra mile. Good telephonic skills and computer literatured. Recently passed my RE5 exam.

Preferred work location Mbombela / Nelspruit
Mpumalanga

Contacts and general information about me

Day of birth 1995-02-16 (30 years old)
Gender Female
Residential location Mbombela / Nelspruit
Mpumalanga
Telephone number *Information is available only for registered users.*
[Sign in](#)
Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2016.06 iki dabar**
Company name Lvm Insurance Brokers
You were working at: Insurance administrator
Occupation Personal Underwriter
What you did at this job position? Amending client policies, email, filling, report back to brokers, follow up on unpaid premiums, request outstanding applications or information.

Working period **nuo 2013.12 iki 2014.07**
Company name The Creative Counsel
You were working at: Administrators
Occupation Office Assistant
What you did at this job position? Assisting branch manager as needed. Admin duties, report back to manager and head office with regard to daily promotions, data capturing, confirm client satisfaction with promoted products, motivating staff, follow up on staff progress on promotions

Education

Educational period	iki 2013.11
Degree	Grade 12 / Matric
Educational institution	Laerskool Nelspruit & Hoërskool Nelspruit
Educational qualification	Matric

Languages

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

Computer knowledge

Ms Word
 Ms excel
 Outlook
 Adobe reader
 Emailing
 Working on insurance online portals and systems

Recommendations

Contact person	Nico de Bruin
Occupation	Office manager
Company	LVM Insurance Brokers
Telephone number	0828937911

Additional information

Your hobbies	Taking photos Reading
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2017-02-00 (8 years)
Salary you wish	12500 R per month
How much do you earn now	11000 R per month