



# Elsie Van Wyk

Curriculum Vitae (CV)

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

Good computer skills. Fast learner. Can work on my own also in a team. Good knowledge of stock procurement and management management.

Still very active and energetic.

Preferred occupation                      Administrators  
Administrative jobs

Buyer  
Retail, store jobs

Preferred work location                      North West

Lydenburg  
Mpumalanga

## Contacts and general information about me

Day of birth                                      1979-09-21 (44 years old)

Gender    Female

Residential location                              Lydenburg  
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 2023 iki 2024**

Company name                                      Cannosia Training

You were working at:                              Buyer

Occupation    buyer and sales

What you did at this job position?              contact clients send emails, please do quotations, Order stock, and book in and invoicing of clients. thank you

Working period	<b>nuo 2019.09 iki 2023.04</b>
Company name	4U Office National
You were working at:	Buyer
Occupation	Buyer
What you did at this job position?	Stock procurement, and Seeing Reps, I was ordering stock and capturing the invoices. Checking prices. Handling sales orders from reps, Stock takes.

#### **Computer knowledge**

Woord, Excel, PowerPoint. IQ, and Ultisales. Microsoft Outlook.

#### **Additional information**

Driver licenses	B Light Vehicle ≤ 3,500kg
Salary you wish	10000 R per month
How much do you earn now	8000 R per month