



# Anita Fransch

Curriculum Vitae (CV)

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

Prefer Administrative work from home. Motivated and driven. Ability to be proactive with proactive thinking. Self-starter and ability to work on own initiative, Effective communication skills, positive, enthusiastic and a supportive individual. I am looking for a challenging position and friendly organization with major responsibilities that will effectively utilize my skills and to join a company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovates the work culture for the betterment of all parties concerned. I am flexible and adaptive, can work in a different environment. I have a right attitude to learn new things fast. I always ask questions if I'm not sure. I always put myself in someone else's shoe. I work as efficiently as possible. I am a positive-minded and believe in continuous learning and improvement. I also believe in getting out of my comfort zone and achieving the best in whatever I do. I am a result oriented person, fully dedicated to my work. Teamwork is my best attribute.

I also have an experience in Administrative Tasks. I am a result-oriented person and is fully dedicated to my work. I am also trustworthy, honest and reliable. Team work is my best attribute. Moreover, you should not hesitate to hire me for I will do my best to achieve your goal. My objective here is to find a job that can suits my skills and enhance my knowledge, I am willing to learn and train any new things. Hard work and efficiency are my key secrets to render exceptional service to my clients.

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Northern Suburbs Western Cape

## Contacts and general information about me

Day of birth	1961-04-23 (64 years old)
Gender	Female
Residential location	Northern Suburbs Western Cape
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

**Work experience**

Working period **nuo 2008.03 iki 2020.06**

Company name Pam Golding Properties

You were working at: Data capturers

Occupation Admin clerk/data capturer

What you did at this job position? Capture all buyers in-formations ,web enquiries, communicate direct with agents, operate call center approachable & credible to communicate professionally with the clients, capture referrals, listings, generate buyers & sellers reports to agents, attend weekly meetings with managers, assist conveyancing ladies, prop stats, filing, distribute reports, find buyers information on virtual in-house system etc

Working period **nuo 2006.04 iki 2007.11**

Company name Boxes for Africa

You were working at: Debtors clerk

Occupation Debtors/wages and Invoice clerk

What you did at this job position? ♦ Maintain routine & accurate to collect all payments telephonically with clients, cash receipts from bank statements, contact companies who owes money in writing, recover outstanding balance, make follow up calls, staff weekly wages, deposits, etc.

**Education**

Educational period **nuo 1973.01 iki 1976.12**

Degree Some Schooling

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	good	good

**Computer knowledge**

Email handling

Microsoft office/word

Internet access knowledge

Accpac

Pastel

Alchemy in-house

Quickbooks

**Recommendations**

Contact person	Miss Lindsay Beck
Occupation	Branch Manager
Company	Pam Golding Properties
Telephone number	+447735429804

#### Additional information

Your hobbies	cooking reading knitting outdoor life camping dancing
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1985-07-00 (40 years)
Salary you wish	15000 R per month