



# Michele Wilson

Curriculum Vitae (CV)

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

I am energetic, enthusiastic, dedicated, loyal, and hard-working. I am keen to learn all the time. I am very good with customers and don't beat around the bush. I have worked in the retail field and an office environment and am easily adjustable to my surroundings. I will give 100 % to what my job requires of me, I am not lazy, I am committed to what I do. I will go the extra mile for my customers. I do not believe you will be sorry for taking me on as an employer. My fees are negotiable.

Preferred occupation	Part time jobs Part time, weekend jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1971-05-24 (52 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2011.11 iki 2023.12</b>
Company name	Midgas Midrand - Midrand, Gauteng
You were working at:	Generals
Occupation	Administration
What you did at this job position?	I am doing administration. Invoicing, debtors, creditors, sales, everything girl friday. currently still there

Working period	<b>nuo 2007.02 iki 2011.10</b>
Company name	Select Music Distribution - Johannesburg, Gauteng
You were working at:	Sales representative
Occupation	External Sales
What you did at this job position?	Selling of Local Afrikaans Music CD's/DVD's to Retail Merchandising and Marketing within Retailers Refunds and Default Stock Collecting Retailers: Makro, Pick 'n Pay, Music, Top CD, Look & Listen
Working period	<b>nuo 1995.10 iki 2011.09</b>
Company name	Sony Music Entertainment - Westcliffe, Gauteng
You were working at:	Sales representative
Occupation	External Sales
What you did at this job position?	Selling of International New Music and Catalogue product to Key Accounts and general retailers Merchandising and Marketing within the Retailers Refunds and Default Stock Collecting

#### Education

Educational period	<b>nuo 1988.01 iki 1989.12</b>
Degree	Grade 12 / Matric
Educational institution	N3 Commercial Certificate (Matric)
Educational qualification	Matric
I could work	External Sales, Administration, Retail, Transcribing

#### Languages

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

#### Computer knowledge

Word, Excel, PowerPoint, Office, QuickBooks, Typewhizz

#### Additional information

Your hobbies	Listening to Music Light Reading Gardening Hiking
Driver licenses	EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	2003-03-00 (21 years)
Salary you wish	15000 R per month
How much do you earn now	20000 R per month