



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 (54 years old)
Gender	Female
Residential location	Johannesburg 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 2011.11 iki 2023.12
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 **nuo 2007.02 iki 2011.10**

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 **nuo 1995.10 iki 2011.09**

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 **nuo 1988.01 iki 1989.12**

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 (22 years)

Salary you wish 15000 R per month

How much do you earn now 20000 R per month