



Elsie Hartzenberg

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am friendly and professional.

I have experience in: data capturing, invoicing, tele sales, debtors, creditors and was a sales representative.

I am immediately available.

Preferred occupation Administrators
Administrative jobs

Preferred work location Sedibeng
Gauteng

Contacts and general information about me

Gender Female

Residential location Sedibeng
Gauteng

Telephone number *Information is available only for registered users.*
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Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2015.10 iki 2015.12**

Company name PRS

You were working at: Administrators

Occupation Administrator

What you did at this job position? Data capturing, telephone

Working period **nuo 2009.05 iki 2015.06**

Company name Nicro Industrial

You were working at: Engineers

Occupation Sales rep

What you did at this job position? Cold calling, visit customers, sales reports to sales manager

Education

Educational period **nuo 1989.01 iki 1990.12**
Educational institution Vanderbijlpark Technical College

Languages

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

Computer knowledge

Word, excel, pastel

Recommendations

Contact person	Rod Nelson
Occupation	Sales manager
Company	Nicro Industrial
Telephone number	011 474 2580
Contact person	Domonique Steenkamp
Occupation	Administrator
Company	PRS

Additional information

Your hobbies	Running, reading
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2004-09-00 (19 years)
Salary you wish	8000 R per month
How much do you earn now	8000 R per month