



Wessel Hartzenberg

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Application for Position as Advertised:

Dear Sir of Madam,

I am a single man of 48 years. I have worked in a vast array of fields where I was lucky enough to be trained in Administration, Human resources and General Managerial duties. With this knowledge I believe that I will be a great advantage to your company and the team I will be working with.

As my current position is that of Manager of a small business with in the Automotive Glass industry, Windscreens for vehicles, I have hands-on experience from the day-to-day stock control of our products to the ordering and dispatching of stock. I also do the invoicing and quotation for customers. I liaise with the insurance companies regarding the claims for glass that was damaged.

I have experience in the Human resources with VIP payroll system, with the work I did in the Forestry Company. From doing timesheets, with overtime checking and monthly communication to the Head Office.

As a Personal Assistant for the District Managers, I tried to be diligent in my timeous report outputs for them as I was a vital detail to their daily reports with the customers regarding the purchasing of timber.

I truly hope that you will consider my application with an open heart and that you will give me a chance to prove how valuable I will be for your company.

Yours truly,

Wessel S Hartzenberg

081-809 4282

Preferred occupation

Administrators

	Administrative jobs
	Debtors Creditors
	Finance jobs
	Receptionists
	Hotel jobs
Preferred work location	Midlands
	KwaZulu-Natal
	Durban City
	KwaZulu-Natal

Contacts and general information about me

Day of birth	1968-09-09 (57 years old)
Gender	Male
Residential location	Middelburg
	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

You were working at:	Builders
----------------------	----------

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Salary you wish	15000 R per month
How much do you earn now	10000 R per month