



Bronwyn Williams Petersen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Job :

Data Capturing

Admin Assistant

Secretarial

PA

Positive Points :

Fast Learner

Works well Independantly and in a Team

Well organised

Can work under pressure (and late if required, weekends included)

Friendly Manner

Willing to go extra mile

Preferred occupation

Administrators

Administrative jobs

Secretaries

Administrative jobs

Data capturer

Administrative jobs

Personal Assistant

Administrative jobs

Preferred work location

Southern Suburbs

Western Cape

Cape Town

Western Cape

Northern Suburbs

Western Cape

Contacts and general information about me

Day of birth

1982-04-15 (42 years old)

Gender

Female

Residential location	Cape Flats Western Cape
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 2017.10 iki 2018.02
Company name	British Gas
You were working at:	Administrators
Occupation	Customer Service Assistant - Ops
What you did at this job position?	-Assist Clients (british clients) with gas and electricity queries; (payments, refunds, overdue accounts, electrical faults, booking of electrical or gas jobs, etc).
Working period	nuo 2016.10 iki 2017.05
Company name	Woolworths
You were working at:	Administrators
Occupation	Store Administrator Finance
What you did at this job position?	- Close store (end of day), Open store (cash received for floats), Daily admin capturing (finance documents), Issuing of floats to till operators, General Filling, Assisting with HR, etc.
Working period	nuo 2014.03 iki 2016.08
Company name	Rawson Properties - Constantia
You were working at:	Administrators
Occupation	Admin Assistant / P.A. (Commercial property and residential)
What you did at this job position?	- All capturing of customer data, property info, etc. , - Liasing with attorneys, agents, buyers and sellers with regards to selling or buying property, placing Ads both on the web and the newspaper, social media, doing all brochures, flyers, letters, cards, etc (design,m proof and print), all marketing for both agents and properties involved, sending and responding to all emails, etc, amongst other duties.

Education

Educational period	nuo 1995.01 iki 1999.11
Degree	Grade 12 / Matric
Educational institution	Spes Bona Senior Secondary School
Educational qualification	Senior Certificate
I could work	Yes. Immediately Available

Languages

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

Computer knowledge

Windows

Mocrosoft - Office, Excel, Powerpoint, Word, Publisher, Outlook

SAP

Web

Adobe

Recommendations

Contact person	Lee Andre Bowers
Occupation	Manager
Company	Brirtish Gas
Telephone number	0218196000
Email address	leeandre.bowers@gmail.com

Contact person	Sharon Millward
Occupation	Admin Manager
Company	Woolworths
Telephone number	0216594211

Contact person	Zaida Ahmed
Occupation	HR
Company	Rawson Properties - Constantia
Telephone number	0217611055
Email address	zaida.ahmed@rawson.co.za

Additional information

Your hobbies	Reading Movies Beacvh Walks Family Outings Cooking and baking
Driver licenses	None
Salary you wish	9000 R per month
How much do you earn now	8500 R per month