



Elisna Esterhuizen

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a competent and organised individual who is able to work as part of a team and manage several priorities at any time. I have a positive attitude, strong work ethic, and a keen desire to learn and grow within a firm. I possess good communication skills, and always treat people with respect and according to their individual needs. As a dedicated professional I fully understand the importance of the HR department to any organisation, and therefore aims to make any office I work in as effective and efficient as possible. I have extensive experience of working in a commercially focused organisation, and fully understand the pressures of achieving targets.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| Preferred work location | Sedibeng Gauteng |

Contacts and general information about me

| | |
|----------------------|--|
| Day of birth | 1995-05-29 (28 years old) |
| Gender | Female |
| Residential location | Sedibeng Gauteng |
| Telephone number | Information is available only for registered users. Sign in |
| Email address | Information is available only for registered users. Sign in |

Work experience

| | |
|------------------------------------|--|
| Working period | nuo 2014.02 iki 2014.10 |
| Company name | Foto First Clearwater |
| You were working at: | Administrators |
| Occupation | Sales/Admin Manager |
| What you did at this job position? | Sales and Admin work, Banking, Supplier Invoices |

| | |
|------------------------------------|---|
| Working period | nuo 2014.10 iki 2018.06 |
| Company name | JCB (JHB) Incorporated |
| You were working at: | Accountants |
| Occupation | Receptionist |
| What you did at this job position? | <p>Setting up and maintaining personnel and client files.</p> <ul style="list-style-type: none"> •Arranging security passes and work desks etc. for new staff. •Giving guidance and support to managers on issues. •Replying to any correspondence and emails. •Arranging training for new and established employees. •Accurately updating the employee database. •Ordering stationery and supplies for the office. •Answering telephone calls and dealing with enquiries. •Arranging induction for new employees. •Chasing up any unfilled employee and client paperwork and forms. •Capturing data on systems. •Dealing with SARS, WCA, Payroll and any other queries. •Providing professional advisory support to company employees. •Filed electronic and hard copy documents. •Made travel arrangements and organised accommodation for managers. •Screening CV's for potential employees. •Interviewing individuals for potential employees. •Preparing Employment Contracts and Learnership Agreements. |

Education

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|---------------------------|-----------------------------|
| Educational period | nuo 2016.01 iki 2018 |
| Degree | Diploma |
| Educational institution | UNISA |
| Educational qualification | Human Resources Management |

Languages

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

Computer knowledge

Word
 Excel
 Outlook
 Power Point
 Pastel Partner
 Pastel Accounting
 Pastel Payroll
 Accfin
 Ghostpractice
 Photoshop CS6
 Photoshop Elements

Recommendations

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|------------------|------------------------|
| Contact person | Tiaan Olivier |
| Occupation | Director |
| Company | JCB (JHB) Incorporated |
| Telephone number | 011 537 1560 |
| Email address | tiaano@jcbtwo.co.za |

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|------------------|------------------------|
| Contact person | Zelda Venter |
| Occupation | Director |
| Company | JCB (JHB) Incorporated |
| Telephone number | 011 537 1560 |
| Email address | zeldav@jcbtwo.co.za |

Additional information

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|--------------------------|--|
| Your hobbies | Road Cycling Mountain Biking Painting Drawing |
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 2014-06-00 (9 years) |
| Salary you wish | 10000 R per month |
| How much do you earn now | 10000 R per month |