



Natasha Albertyn

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I would like to apply for an administrative position. I have been in admin jobs for 21 years. At my first job, I had to sell a service, that is why I'm service orientated. I've worked as a graphic designer for 2 years, then worked in the rental finance environment for 18 years. From there I worked as a finance officer at HTS Bellville. I'm very loyal to my employer, therefor I have only worked at 3 jobs since 1997. I'm a very bubbly and spontaneous spirit. I always want peace between colleagues, not a fan of hatred and going behind peoples back. I am what you see is what you get, very straight to the point. I'm currently unemployed and would love to work for a well established company. My dad and granddad used to work for Transnet. I will always go the extra mile, because I take pride in what I do. I can start as soon as possible to get training, just to get the know how around the company as every admin job is not the same. I'm leaving for Wales on the 18th-27th of September to help with the administration of the rugby tour. Then I'm back and excited to have my future ahead. I will be an asset to your company. Please give me a change to show what I have got in store for you. I have earned at my previous job

R 18 500, and that was a year ago. I hope that you will consider me. We have two children, a boy turning 12 in October and a girl who had just been 8 in July. I've been married for 17 years. I hope to hear from you soon.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Northern Suburbs Western Cape

Contacts and general information about me

Day of birth	1974-10-30 (49 years old)
Gender	Female
Residential location	Northern Suburbs 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 1987.03 iki 2005.05**
 Company name Technofin (Pty) Ltd
 You were working at: Administrators
 Occupation Admin Manager
 What you did at this job position? Administrative duties, insurance, discounting to various banks, answering phones, filing, making phone calls to clients and suppliers ect

Working period **nuo 2005.06 iki 2015.12**
 Company name Journey Vehicle and Asset Finance (Cape Town) cc
 You were working at: Administrators
 Occupation Admin Manager
 What you did at this job position? Administrative duties, insurance, discounting to various banks, phoning clients and suppliers for additional information, filing, ect

Working period **nuo 2016.01 iki 2018.12**
 Company name HTS Bellville
 You were working at: Administrators
 Occupation school fees, exemptions, filing, rental contracts, design certificates for school events, collection
 What you did at this job position? debtors clerk

Education

Educational period **nuo 1982.01 iki 1993.12**
 Degree Grade 12 / Matric
 Educational institution Evertsdal Primary School - Stellenberg High School
 Educational qualification Matric certificate
 I could work 1997 administrative and finance

Languages

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

Computer knowledge

Microsoft Word, Excel, Power, Pastel Accounting, Corel Draw 14, Microsoft Outlook, Windows 10, Adobe Photoshop, Microsoft Office, CEMIS, SIMS, Edupac, Jumping Fox ect

Conferences, seminars

04/09/2015 Sage Pastel Training 2015

11/02/2016 Arista Training: School Fees Exemptions Compensation

13/02/2017 Arista Training: School fees exemptions Compensation

27/10/2017 Arista Training: Collection of School fees

10/09/2017 FEDSAS

06/02/2018 Exemptions

21/10/2016 The Leader In Me: The 7 Habits

Recommendations

Contact person	Fergil Hannie
Occupation	Branch Manager
Company	Journey Vehicle and Asset Finance (Cape Town) cc
Telephone number	0827736489
Email address	fergil@journeygroup.co.za

Contact person	Chantal Johannes
Occupation	Finance Officer : Bursar
Company	HTS Bellville
Telephone number	0829014341
Email address	cjohannes@htsbellville.co.za

Additional information

Your hobbies	Art - Painting Any crafts Kiddies parties Dance and spending time with my husband and kids
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	1993-11-00 (30 years)
Salary you wish	20000 R per month