



# Tezna Swartz

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I would love to work in the admin sector, anything office related. I'm extremely hardworking, an enthusiastic learner and very resourceful. I've worked in the corporate industry for quite a number of years, and one of my many skills is dealing with all sorts of clients. With that said, I know I can add value to your business. I am currently living in Cape Town, and will relocate immediately once I have a job offer in Upington. Thank you for taking the time to read through my resume.

Regards,

Tezna Swartz

Preferred occupation      Administrators  
Administrative jobs

Preferred work location      Upington  
Northern Cape

## Contacts and general information about me

Day of birth	1982-08-24 (43 years old)
Gender	Female
Residential location	Helderberg Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2011.03 iki 2013.03</b>
Company name	Woolworths financial services
You were working at:	Accountants
Occupation	Call center representative
What you did at this job position?	Worked with company systems, provided regular reports and liaising with clients

Working period **nuo 2013.07 iki 2016.12**  
 Company name Market Pulse International  
 You were working at: Accountants  
 Occupation Accounts manager  
 What you did at this job position? Prepared sales reports, managed the account for Mc Donald's South Africa, worked strict deadlines, and managed staff

Working period **nuo 2016.12 iki 2019.09**  
 You were working at: Administrators  
 Occupation Administrator  
 What you did at this job position? Quotes, inventory, liaising with clients

### Education

Educational period **nuo 2007.01 iki 2007.12**  
 Degree Diploma  
 Educational institution Quest computer training  
 Educational qualification Secretarial Diploma  
 I could work I could work as a secretary, receptionist and in the administrative department

### Languages

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

### Computer knowledge

Ms word, Excel, PowerPoint, file management, office documentation, email and internet, minute taking, hardware fundamentals, MS outlook and typing

### Recommendations

Contact person Grant Swartz  
 Occupation Owner  
 Company Swartz Electrical  
 Telephone number 0727591664  
 Email address gselectrical296@gmail.com

### Additional information

Your hobbies Im an avid reader, I enjoy socializing and traveling.  
 Driver licenses None  
 Salary you wish 15000 R per month

How much do you earn now

13000 R per month