



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 (41 years old)
Gender	Female
Residential location	Helderberg 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 2011.03 iki 2013.03
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