



# Penelope Waterson

Curriculum Vitae (CV)

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

## Supplying feedback to Sales and Operations manager

Preferred occupation **Administrators**  
I am applying for an administrative position.  
Administrative jobs

The following is the experience I have gathered:  
Preferred work location **Polokwane / Pietersburg**  
Limpopo

Sales agent (spec pack)

**Contacts and general information about me**

Meeting and greeting customers

Day of birth **1986-06-02 (39 years old)**

Ascertain and meet needs of customers

Gender **Female**

Cash management

Residential location **Polokwane / Pietersburg**

Cashing up **Limpopo**

Stock take and control

Telephone number *Information is available only for registered users.*

Sales and contract applications

Email address *Information is available only for registered users.*

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Personal assistant (Standard bank)

**Additional information**

Reporting to financial advisor.

Salary you wish to earn **9500.R** per month

Attending to new and existing customers portfolios.

Cold calling.

Attending to yearly reviews of customers accounts and policies.

Filing and metrofiling

Referring leads to the branch staff.

Assisting customers with repurchases and tax certificates requests.

Attending to telephone clients.

Liaising with different stake holders for completion of applications and commission payments.

Commission administrator (Standard bank)

Compliance checks.

Query handling.

Pending fee monitoring.

Declines and query feedback reported to management.

Assisting planner' assistants with clearing activity reports.