



# Penelope Waterson

Curriculum Vitae (CV)

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

Supplying feedback to Sales and Operations manager

Preferred occupation  
I am applying for an administrative position. Administrators  
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

Stocktake and control

Telephone number

*Information is available only for registered users.*

Sales and contract applications

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

Personal assistant (Standard bank)

### Additional information

Reporting to financial advisor.

Salary I wish 9500 R per month

Keeping diary and making appointments.

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.