



# Anneline Langeveld

Curriculum Vitae (CV)

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

Successfully completed my undergraduate studies and obtained Masters in counselling. I have worked for company where I was responsible for the administrative role and management. During this engagement, I have accurately and consistently demonstrated a keen ability to perform my duties within tight schedules, under pressure, independently and in teams. Therein, continuous development program which shaped me into being an excellent leader, manager and communicator, trainings, seminars or facilitations. That includes even the achievement following the same and why I'm good at what you do. I am an excellent Ms Office suite skill, who is able to work in the corporate world of technological advancement with ease. Additionally, is a quick learner who is able to adapt to the dynamic changes in the workplace environment. From my educational background and field experience I have proved that I am a performer and a goal oriented person. I am interested in joining your esteemed organisation since it is a leader in the industry, have a good reputation, recorded great profit last financial year thanks to effective performance. If offered the opportunity, diligence and accountability will be my guiding principles. It will be a step towards my career advancement in the industry's leader. Looking forward to hearing from you and further discussing the value I could bring on board as I utilize my potential and skills in optimality.

Preferred occupation	Personal assistant Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1973-12-08 (51 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

Working period **nuo 2017.02 iki 2020.05**  
 Company name BMW PLANT ROSSLYN  
 Occupation INITIAL QUALITY STUDY / QUALITY PROMOTIONS  
 What you did at this job position? Inspire sustainability of quality promotion (Q Promotion) , quality assurance, quality improvement, mind set through education/training/roadshow initiatives for all associates in Plant Rosslyn.

Working period **nuo 2007.03 iki 2012.08**  
 Company name RANBAXY PHARMACEUTICALS SA PTY LTD  
 You were working at: Personal assistant  
 Occupation Personal assistant / Executive secretary  
 What you did at this job position? Personal assistant / Executive secretary /Office Manager

### Education

Educational period **nuo 1986.01 iki 1992.12**  
 Degree Grade 12 / Matric  
 Educational institution Pretoria North High School  
 Educational qualification Typing, History , Business Economics, Afrikaans, English, Home Economics  
 I could work • DIPLOMA MS Word, MS Excel, Power point, Internet, E-mail, MS Office, Pastel Evolution, Windows

### Languages

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

### Computer knowledge

PA/Executive advanced Diploma: Bryntirion Computer college 2005  
 DIPLOMA MS Word, MS Excel, Power point, Internet, E-mail, MS Office, Pastel Evolution, Windows 98,2000,2007XP, Lotus notes 8.5 ,SAP  
 Microsoft Excel 2003 level 3 : New Horisons 2008  
 Microsoft Power point 2003 Level 3 : New Horisons 2008  
 Office management : CBM Training 2010  
 Internal SHEQ Auditor Course: ISO 9001:2015, ISO14001:2015 ,ISO1802016  
 Masters in Executive Personal : Kapitalbizz 2016

### Conferences, seminars

- Kinesiology : Touch for Health I & II (Instruction in muscle testing/Acupunture touch/Law of 5 elements to improve postural balance and reduce physical and mental discomfort# Complete 2008
- Natural Healers Association: Ethno health Care Practitioner Level: Professional Registered 2008
- KBN(Keerpunt beradings netwerk)MIV/VIGS Complete 2006
- KBN (Keerpunt Beradings netwerk) Kinderberading Complete 2006
- KBN (Keerpunt Beradings netwerk) Huweliksberading Complete 2006
- KBN (Keerpunt Beradings netwerk) Egskeiding sorg Complete 2008
- Biotechnician (Synergetica) Complete 2008
- Biotechnician (Synergetica) Irology Complete 2008

• Internal SHEQ Auditor Course: ISO 9001:2015, ISO14001:2015 ,ISO1802016

#### **Additional information**

• Voice over the telephone workshop: ATCL Trinity College 2006

Your hobbies

Harley Davidson 883 / Suzuki GXR extreme sports  
Puzzles, Tapestries, Porcelain dolls, clothing designs  
SA Hunters & Game conservation lidmaat:097147  
Knowledge firearm Control Act  
Handle and use of Handgun U/S119649  
Handle and use of Self-loading rifle U/S 119650  
Handle and use of Manual operated rifle: U/S 119651  
Handle and use of Shotgun U/S 119652

Driver licenses

A1 Motorcycle  $\leq$  125cc, A Motorcycle  $>$  125cc, EB Articulated Light Vehicle  $\leq$  3,500kg

Driver license from

1993-01-00 (32 years)

Salary you wish

40.000 R per month

How much do you earn now

30.00 R per month