



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 (52 years old)**

Gender **Female**

Residential location **Pretoria / Tshwane**

Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

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	<ul style="list-style-type: none"> • 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 Horizons 2008
 Microsoft Power point 2003 Level 3 : New Horizons 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/Acupuncture 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 network) Huweliksberading Complete 2006
- KBN (Keerpunt Beradings network) 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 ≤ 125cc, A Motorcycle > 125cc, EB Articulated Light Vehicle ≤ 3,500kg
Driver license from	1993-01-00 (33 years)
Salary you wish	40.000 R per month
How much do you earn now	30.00 R per month